PAYROLL PROCEDURES MANUAL

SECTION K – PIP SYSTEM INSTRUCTIONS – INDEX
(Revised 08/03)

Note: Only instructions for keying on the PIP system are covered in Section K

Refer to the following sections for document completion instructions and PIP exceptions:

Section D -   Regular pay (Form 672)
                Absences Without Pay (STD. 603)
                Employee Time Certification (STD. 966)
                Pay Adjustment Request (STD. 683)
Section G -   Miscellaneous Pay (Form 672/STD. 671)
                Fringe Benefit/Employee Business Expenses
                (Form 672/STD. 671)
Section E -   Disability Pay

SUBJECT: GENERAL INFORMATION

INTRODUCTION   **K 001**
(Revised 12/00)

The Payroll Input Process (PIP) System is the on-line system used to key PIP documents. The documents used to enter information onto the system are the Time and Attendance Report (Form 672), Report of Absences Without Pay (STD. 603), Miscellaneous Payroll/Leave Actions (STD. 671), Employee Time Certification (form STD. 966), Pay Adjustment Request (form STD. 683) and the (CSU) Student Assistant Attendance Report (Form CD 048).

SYSTEM ACCESS   **K 002**
(Revised 12/00)

PIP is accessed from the State Controller's Office Production (SCOPROD) monitor.

On-line keying is available 7 a.m. - 6 p.m. on the days that PIMS is active (see "Civil Service Decentralized Calendar" OR "CSU Chancellor's Office/Campus - State Controller's Office Employment History and Payroll Schedule").

If extended hours are required call Data Guidance at (916) 322-8089 or CALNET 492-8089. Twenty-four hours advance notice is required prior to making the request.

PROCESSING BATCHES   **K 003**
(Revised 12/00)

The system will identify batches to be extracted and processed by batch status. There are five categories of batch status:

Closed (CLS) = completed batch ready to be processed
Deleted (DEL) = deleted batch, inactive
Empty (EMP) = contains no selected records to be processed
Processed (PRC) = extracted and processed batch, inactive
Saved (SAV) = suspended batch not ready for processing

The system will begin extracting batches at approximately 4:00 PM. Only batches identified as Closed will be extracted and processed in the first available Payroll Cycle. Processing will be done daily except on days identified as "NO PAYROLL CYCLE" or when in an emergency, a Payroll Cycle must be canceled.

BATCH MAINTENANCE   **K 004**
(Revised 12/00)

Batches remain on the system for approximately three months from the CREATE DATE and are purged once a month the day after master payroll cutoff (e.g., all batches created January 1993 are purged the day after April 1993, master payroll cutoff 4/22/93).

BATCH CONTROL   **K 005**
(Revised 12/00)

Batch controlling is a checking mechanism used to insure that the number of

employee records, days, hours and rates are keyed correctly.
The system will compare operator tabulated totals (keyed from the Batch Entry Control Form) with the system computed totals (based on the employee records keyed into the system).

BATCH ENTRY CONTROL

BATCH ID   _____   KEYED BY   _____
                                        DATE KEYED _____

COUNT   _____
DAYS   _____
HOURS   _____•___
RATE   _____•___
GROSS   _____•___
STD   _____

ALTERNATE FUNDING

CD	AGY	RU	SER	CD	AGY	RU	SER	CD	AGY	RU	SER	CD	AGY	RU	SER

BATCH ENTRY CONTROL FORM COMPLETION INSTRUCTIONS   **K 005.1**
(Revised 12/00)

Tabulate totals for <u>one</u> entire batch of employee records. Totals should reflect the number of employee records, days, hours and rates for all forms included in the batch. (DO NOT include count, days, hours and rates from unselected records.)

CLAS participants: include amounts for selected records with leave benefit transactions.

Complete the form as follows:

BATCH ID   Enter the Batch ID

                     ► Preloaded Batch - enter ID from preprinted Form 672 or preprinted CD 048
                     ► Scratch Batch - enter ID after batch is accessed

KEYED BY   Enter Operator's initials

DATE KEYED   Enter date batch is keyed

COUNT	Enter the total number of employee records selected
DAYS	Enter total number of days. (**DO NOT** include days from unselected employee records.)
HOURS	Enter total number of hours. **(DO NOT** include hours from unselected records.)
RATE	Enter total for all selected records with rate
GROSS	Enter total for all selected records with gross completed.
STD.	Enter total for all selected records with Standard completed.
ALTERNATE FUNDING	Used if payments within the batch are to be issued from other than the employee's regular position. A maximum of 16 Alternate Funding Codes may be used per batch. <u>DO NOT</u> **USE ALTERNATE FUND CODES FOR REGULAR PAY OR CSU STUDENT ASSISTANT PAY.**
CD	Code – operator assigned code used to identify position. Must be 1 character (alpha or numeric) and cannot be used for more than 1 alternate funding position within a batch.
AGY	Agency - used <u>only</u> when payment(s) is to be issued from other employee's Employment History position.
RU	Reporting Unit - used <u>only</u> when payment(s) is to be issued from other employee's Employment History position.
SER	Serial - used <u>only</u> when payment(s) is to be issued from other employee's Employment History position.

LOGON PROCEDURES   **K 006**
(Revised 12/00)

(1)   Logon to **SCOPROD**

(2)   After receiving message "SIGN-ON IS COMPLETE" Key:

           PIP

(3)   Press **ENTER** (the "TIME AND ATTENDANCE MENU" will appear).

```
PIP




DTH35041 10:11:26 SIGN-ON IS COMPLETE
```

NOTE: The PIP system has an automatic logoff feature. After 60 minutes of inactivity, the operator will be automatically signed off of PIP. The operator has the option of 1) logging off of PIMS, 2) re-logging onto PIP or 3) accessing another system.

PIPF001   **TIME & ATTENDANCE MENU**   **05/11/92**   **09:22:09**

ENTER AN ACTION COMMAND OR PLACE AN 'X' BEFORE THE ACTION

BATCH UPDATE ACTION: **BATCH INQUIRY ACTION:**

ENT   BATCH ENTRY   **EI   EMPLOYEE INQUIRY**
SEL   BATCH SELECTION   **DIR   BATCH DIRECTORY**
                                        BCH   BATCH INQUIRY

MISCELLANEOUS ACTIONS :

OFF   SIGNOFF
HLP   HELP
LAS   LEAVE ACCOUNTING

PRINT DESTINATION:

ACTN   BATCH   **SSN   PAY PER**

TIME & ATTENDANCE MENU   **K 006.1**
(Revised 12/00)

The TIME AND ATTENDANCE (T/A) MENU displays the various options which are available. This screen may be used to access:

- UPDATE
     ENT - BATCH ENTRY
     SEL - BATCH SELECTION

- INQUIRY
     EI - EMPLOYEE INQUIRY
     DIR - BATCH DIRECTORY
     BCH - BATCH INQUIRY

- MISCELLANEOUS ACTION
     OFF – SIGNOFF
     HLP – HELP
     LAS - LEAVE ACCOUNTING.

Key the command in the ACTN field or key an "X" to the left of the desired option. Only one selection can be made at a time.

PRINT DESTINATION: Indicates printer designated for Screen Print (PF12)

LOGOFF PROCEDURE **K 007**
(New 08/93)

(1)   Press the CLEAR key until a blank screen is received
(2)   Key: LOGO (short for LOGOFF)
(3)   Press ENTER

LOGO

<div align="center">OR</div>

To access other systems (e.g., HIST) from PIP;

(1)   Press the CLEAR key until a blank screen is received.
(2)   Key the name of desired system, press ENTER.

HIST

<div align="center">**SUBJECT: PRELOADED BATCHES**</div>

INTRODUCTION **K 100**
(New 08/93)

This section contains information regarding preloaded batches. Preloaded batches are used to request various types of payments for negative and positive employees on the Time and Attendance (TA) format and CSU Student Assistant Pay on the Miscellaneous (MIS) format.

Each batch will contain only one agency code, reporting unit, roll code and pay period. Time and Attendance batches will be preloaded with a maximum of 64 preprinted employee records. CSU Miscellaneous batches will be preloaded with a maximum of 48 employee records.

(New 08/93)

Example of screen and instructions below are for the TIME & ATTENDANCE (T/A) MENU; however, instructions also apply to the BATCH ENTRY screen.

PIPF001   **TIME & ATTENDANCE MENU**   **07/31/92   09:22:09**

ENTER AN ACTION COMMAND OR PLACE AN 'X' BEFORE THE ACTION

BATCH UPDATE ACTIONS: **BATCH INQUIRY ACTIONS:**

ENT   **BATCH ENTRY**   **EI**   **EMPLOYEE INQUIRY**
SEL   **BATCH SELECTION**   **DIR**   **BATCH DIRECTORY**
                                                  BCH   **BATCH INQUIRY**

MISCELLANEOUS ACTIONS :

OFF   **SIGNOFF**
HLP   **HELP**
LAS   **LEAVE ACCOUNTING**

PRINT DESTINATION:

ACTN   **ENT**   **BATCH**   **4000005**   **SSN**   **PAY PER**

The following procedures identify the various methods for accessing preloaded batches. Batches cannot be updated from Inquiry Screens; press CLEAR key and return to the T/A Menu screen.

► FROM T/A MENU[*]
   • Key information in the following fields:

ACTN   **ENT**   (to access the BATCH ENTRY screen)
BATCH   **4000005**   (key in the Batch ID preprinted on the Form 672 or CD 048)
Press   ENTER   (the BATCH ENTRY screen for the requested batch will display)

► FROM BATCH ENTRY[*]
   • Key information in the following field:

BATCH   **4000005**   (key in the Batch ID preprinted on the Form 672 or CD 048)
Press   ENTER   (the BATCH ENTRY screen for the requested batch will display).

* To access more than one batch refer to K 105, BATCH SELECTION.

<u>INITIAL UPDATE</u>

(1)   Key the required information from the Batch Entry Control form (instructions in Section K 005.1) onto the BATCH ENTRY screen under the heading ENTERED. (See example below.) Key decimal point to reflect fractional hours and cents:

TRANS COUNT	**14**	(number of employee records, maximum 100)
DAYS		(total number of days)
HOURS	**880.5**	(total number of hours)
RATE	**289.55**	(total amount from rates)
GROSS		(total amount from gross)

<u>Note</u>: When correcting/changing fields with preprinted information on the screen, erase the previous data using the ERASE EOF key. If rate should be 0, erase the rate field and leave blank.

Key the **ALTERNATE FUNDING** fields, if applicable.

CODE	**1**	
AGY +		(Key only if different than employee's regular position)
RU +		(Key only if different than employee's regular position)
SER	**901**	

<u>NOTE:</u> Do not use Alternate Funding for regular pay or CSU Student Assistant pay.

(2)   Move the cursor to the following field and key:

      ACTN   **TA**   (to request the Time and Attendance screen)

                  OR

      ACTN   **MIS**   (to request the Miscellaneous screen for CSU Student Assistant Pay)

(3) Press **ENTER**   (will update the BATCH ENTRY screen and display the first page of employee records in the batch)

+ PROTECTED FIELD – To key changes in protected fields, unprotect the field by pressing the PF9 key. Key the correction and press PF9 to reinstate the protected fields.

PIPF103U	**BATCH ENTRY**	**07/31/92**	**09:29:09**
BATCH ID 4000005 AGY 192 RU 001 ROLL CODE 3 PAY PER		**0 06 92 PGS** **1 TO 3**	
PAY CENTER ID PD	**CREATE DATE 05 22 92**	**BATCH STATUS EMP**	
USER DDM	**PROCESS DATE**	**BATCH BALANCE STATUS OUT**	
TOTALS	**ENTERED**	**COMPUTED**	**DIFFERENCE**

TRANS COUNT	14	0	15
DAYS		0	0
HOURS	880.5	.00	.00
RATE	289.55	.00	.00
GROSS			

```
============================ ALTERNATIVE FUNDING ============================
CODE    NUMBER    CODE    NUMBER    CODE    NUMBER    CODE    NUMBER
        AGY RU SER        AGY RU SER        AGY  RU SER       AGY RU  SER
· 1             901   · 2      100   901   ·                  ·
·                     ·                    ·                  ·
·                     ·                    ·                  ·
·                     ·                    ·                  ·
DC980527        BATCH OUT OF BALANCE
ACTN TA         BATCH 4000005 SSN                      PAY PER
```

TIME AND ATTENDANCE DETAIL SCREEN   K 103
(Revised 06/96)

Each page can contain a maximum of 4 employee records with a maximum of 9 types of payments per record. The system selects the records to be processed by the "X" in the OK field of the employee's record. If the field is blank, the record will not be selected for processing.

```
PIPF202U                                      TIME AND ATTENDANCE   07/31/92  09:38:45
AGY 888  RU 999   PAY PER 0 06 92  ROLL CD 3      RPT PG   1          BATCH ID4000005

OK        SSN              NAME    CLASS    SERIAL
ERN   DY  HOURS            RATE    AF  ERN  DY HOURS  RATE  AF   ERN   DY HOURS   RATE   AF
1X    762  30    1201      SR      STE 1128    001                    SRE
0          55                          0T6
SRN        13                      2

2X    770  78    1501      VG      JAC 1128    902              1     SRE    100            2
0          100                         0T6     23
SRN

3X    778  23    2429      SS      SMI 1311    012
0          160                         0T6     27              *     SRE
SRN

4X    623  22    3829      JJ      WHI 1311    011
0          160                         0T6E    5               1
SRN
DC980169 FIRST PAGE
ACTN                                      SSN          PAY PER
```

The "*" indicates the use of the DUP key to duplicate data from the previous employee record. To update entries beginning at a particular record, key the social security number in the SSN field located at the bottom of the screen, then press PF15 (Quick Find) key.

(1) Key the information as coded on the Form 672.

FIELDS

Name	Description/Use
(a) **OK**	OK Indicator. Key an "X" when payment(s) is requested.
	CLAS participants: Key an "X" when leave benefits

transactions are keyed.
Leave blank or erase "X" (unselect the record) if payment(s) should not be requested. For non-preprinted entries this field is closed and will automatically be updated with an "X".

(b) SSN+   Social Security Number (divided into 3 fields). (Not protected on non-preprinted entries; field will be protected when record is updated).

(c) NAME+   Key first and middle initial and first 3 letters of surname. (Not protected on non-preprinted entries; field will be protected when record is updated).

(D) CLASS CODE+ Class Code. (Not protected on non-preprinted entries; field will be protected when record is updated).

(e) SER+   Serial Number. (Not protected on non-preprinted entries; field will be protected when record is updated).

(f) ERN ID   Earnings Identifier - Required to identify type of payment (1 to 4 characters).
NOTE: All unused preprinted Earnings IDs will be deleted for selected employee records when initially updated.

(g) DY+   Days to be paid.
Data <u>cannot</u> be duplicated using the DUP key.

(h) HOURS   Hours to be paid. Key decimal to reflect hours in hundredths. Data <u>cannot</u> be duplicated using the DUP key.

(i) RATE   Rate for the type of payment requested. Key decimal to reflect cents. Data <u>cannot</u> be duplicated using the DUP key.

(j) AF   Alternate Funding Code. Key the character code assigned.

Use of <u>DUP</u> key Will duplicate the data from the previous employee record in the corresponding line. <u>Exceptions:</u> DY (Days), HOURS and RATE fields. **(Do Not** use the asterisk, upper case 8, key.)

+ PROTECTED FIELD -To key changes in protected fields, unprotect the fields by pressing the PF9 key. Key the correction and press PF9 to reinstate the protected fields.

(2) After keying all information onto the screen, one of the following actions <u>may</u> be performed:

- Press **ENTER.** Data will be updated and the next preprinted page will display <u>OR</u> when updating the last preprinted page, a blank TA detail screen, will display.

- **SAVE** the batch. Press **PF6** (will update the displayed page and return to the BATCH ENTRY screen).

- **CLOSE** the batch. Press **PF5** (will update the displayed page and return to the BATCH ENTRY screen).

If an ERROR MESSAGE is displayed, correct the error condition and repeat the command or press **ENTER.**

(3)   Initial and date keyed Forms 672 on the DATE KEYED area.

MISCELLANEOUS DETAIL SCREEN CSU STUDENT ASSISTANT   K 104
PAY
(Revised 12/97)

Each page can contain a maximum of 8 employee records. The system selects the records to be processed by the "X" in the OK field of the employee's record. If the field is blank, the record will not be selected for processing.

```
PIPF203U              MISCELLANEOUS PAYROLL/LEAVE ACTIONS          08/14/92      10:53:28

AGY192        RU 001          PAY PER 0 07 92                      BATCH ID       4367891

     OK      SSN       NAME     CLASS   SER   ERN   ID   DY   HOURS   AF   RATE   WWG/FLSA   GROSS

1    X     911 23 4567  SR GOE  1870    901   L                 92        6.88

2    X     922 34 5678  VG ING  1870    913   L                 37        6.88

3          933 45 6789  NE JAC  1870    914   L                          6.88

4    X     946 31 1897  OY SMI  1870    916   L                 46.5      6.88

5    X     436 36 1901  KE WHI  1870    918   L                 101       6.88

6

7

8
DC980170 LAST PAGE
ACTN                                  SSN                PAY PER
```

Example of the last page of a Preloaded Student Assistant batch.

(1)   Key the information as coded on the CD 048 or STD. 671.

FIELDS

Name	Description/Use
(a) OK	OK Indicator. Key an "X" when payment(s) is requested. Leave blank or erase "X" (unselect the record) if payment(s) should not be requested. Does not require keying for non-preprinted entries.
(b) SSN+	Social Security Number (divided into 3 fields). Protected field + on preprinted entries.
(c) NAME+	Key first and middle initial and first 3 letters of surname. Protected field + on preprinted entries.

(d) CLASS+	Class Code. Protected field + on preprinted entries.
(e) SER+	Serial Number. Protected field + on preprinted entries.
(f) ERN ID	Earnings Identifier - Required to identify type of payment. ERN ID "L" must be entered for ALL non-preprinted entries.
(g) DY+	Leave blank. Protected field +.
(h) HOURS	Hours to be paid. Key decimal to reflect hours in hundredths. Data cannot be duplicated using the DUP key.
(i) RATE	Student hourly rate. Key decimal to reflect cents. Data cannot be duplicated using the DUP key.
(j) AF	DO not use Alternate Funding Code for Student Assistant Pay.
(k) WWG/FLSA+	Leave blank.
USE OF DUP KEY	Will duplicate the data from the previous employee record in the corresponding line. Exceptions: DY (Days), HOURS and RATE fields.
(l) GROSS	Leave blank.

(2)   After keying all information onto the screen, one of the following actions may be performed:

- Press **ENTER** Data will be updated and the next preprinted page will display. OR a blank MIS detail screen will display.

- **SAVE** the batch. Press **PF6** (will update the displayed page and return to the BATCH ENTRY screen).

- **CLOSE** the batch. Press **PF5** (will update the displayed page and return to the BATCH ENTRY screen).

If an ERROR MESSAGE is displayed, correct the error condition and repeat the command or press **ENTER.**

(3)   Initial and date keyed CD 048 (upper right hand corner) or in item 6 and 7 on the STD. 671.

+ PROTECTED FIELD - To key changes in protected fields, unprotect the fields by pressing the PF9 key. Key the correction and press PF9 to reinstate the protected fields.

BALANCING THE BATCH   K 105
(Revised 12/97)

After Saving (PF6) or Closing (PF5) batch, the BATCH ENTRY screen will appear.
The field BATCH BALANCE STATUS will identify whether the batch is IN balance or
OUT of balance.

Batch Entry shows OUT OF BALANCE batch:

```
PIPF103U                        BATCH ENTRY          07/31/92        09:29:09

BATCH ID 4000005      AGY 192 RU 001 ROLL CODE 3    PAY PER    0 05 92  PGS   1 TO 3

PAY CENTER ID PD           CREATE DATE 05 22 92          BATCH STATUS SAV
USER DMS                   PROCESS DATE                  BATCH BALANCE STATUS OUT

TOTALS                      ENTERED            COMPUTED              DIFFERENCE
TRANS COUNT                   14                  14                    0
DAYS                                              0                     0
HOURS                       880.50              880.50                 .00
RATE                        289.50              289.00                 .50
GROSS


=============================== ALTERNATE FUNDING===================================

CODE      NUMBER       CODE      NUMBER      CODE      NUMBER      CODE      NUMBER
     AGY RU    SER          AGY RU   SER         AGY RU   SER          AGY RU    SER
. 1            901     . 2         100  901   .                      .
.                      .                       .                      .
.                      .                       .                      .
.                      .                       .                      .
DC980527          BATCH OUT OF BALANCE
ACTN              BATCH 4000005 SSN                        PAY PER
```

The difference between the data keyed on the employee records (COMPUTED) and
the totals keyed on the BATCH ENTRY screen (ENTERED) will appear under the
heading DIFFERENCE. Verify totals keyed in the fields under the heading
ENTERED:

Step   Action

TOTALS KEYED INCORRECTLY

1   Erase the previous data using the ERASE EOF key and key the correct
     amount(s) in the appropriate field(s).

2   Press ENTER.

3   • If Batch Balance Status displays IN, proceed to Step 8.
     • If Batch Balance Status displays OUT, continue to Step 4.

INCORRECT DATA KEYED IN BATCH

4   There are three methods to access records keyed in a preloaded batch:

     - To verify data in the batch, key:

     ACTN **TA** or **MIS** (CSU Student Assistant Pay)

     Press ENTER (will update the Batch Entry Screen and display the first

record)

- To update or view entries beginning at a particular record, key:

SSN 732 77 3721 (key in the employee's Social Security Number)

Press the **PF15** key (will display the first record for the requested SSN and when applicable the following records)

- To update or view one employee record, key:

SSN 732 77 3721 (key in the employee's Social Security Number)

Press **ENTER** (Only the requested employee's record(s) will display)

5   Verify records using PF8 (Next Page) and PF7 (Previous Page) key and correct all errors.

NOTE: When deleting one of several payment requests from an employee's record, erase all fields for ONLY the payment being deleted.

6   **Save (PF6) or Close (PF5)** the batch.

7   • If BATCH BALANCE STATUS displays IN, proceed to BATCH BALANCE STATUS-IN, Step 8.
        • If BATCH BALANCE STATUS displays OUT, re-verify totals and employee records (go to Steps 1 – 3 or Steps 4 – 6).

Batch Entry shows batch IN BALANCE:

```
PIPF103U                              BATCH ENTRY              07/31/92        09:29:09

BATCH ID 4000005       AGY 192  RU 001  ROLL CODE 3   PAY PER 0 06 92            PGS    1 TO 3

PAY CENTER ID PD              CREATE DATE 05 22 92                    BATCH STATUS CLS
USER DMS                      PROCESS DATE                   BATCH BALANCE STATUS IN

TOTALS                        ENTERED             COMPUTED                   DIFFERENCE

TRANS COUNT                      14                   14            0
DAYS                                                   0            0
HOURS                         880.50               880.50                       .00
RATE                          289.55               289.55                       .00
GROSS

================================ALTERNATE FUNDING================================
CODE      NUMBER       CODE      NUMBER       CODE      NUMBER       CODE      NUMBER
     AGY RU    SER          AGY RU   SER          AGY RU    SER          AGY RU    SER
. 1           901     .           100  901     .                     .
.                     .                         .                     .
.                     .                         .                     .
.                     .                         .                     .
DC980520          BATCH IN BALANCE
ACTN              BATCH 4000005            SSN              PAY PER
```

Step   Action

8   One of the following options can be performed when BATCH BALANCE STATUS indicates IN:

- Close (PF5) or Save (PF6) the batch.

- Multiple batches were selected from the BATCH SELECTION screen, press PF14 to access the Next Batch.

- Request a new Scratch Batch, erase all characters in the BATCH Search Key Field and press ENTER.

- Request an existing batch, key the desired batch number in the BATCH Search Key Field and press ENTER.

- To return to the T/A MENU screen, press the CLEAR key.

BATCH SELECTION   K 106
(New 08/93)

BATCH SELECTION is an update screen that provides a listing of batches. From the BATCH SELECTION screen several update functions can be performed.

This section contains procedures to:

- Access a listing of batches based on information keyed in Search Key Fields;

- Select one or more batches to correct, delete, or add entries; and

- Change the status of one or more selected batches from Saved to Closed or Closed to Saved.

```
PIPF001              TIME & ATTENDANCE MENU              11/20/92      12:55:09


ENTER AN ACTION COMMAND OR PLACE AN 'X' BEFORE THE ACTION

BATCH UPDATE ACTIONS:                    BATCH INQUIRY ACTIONS:

ENT        BATCH ENTRY                   EI          EMPLOYEE INQUIRY
SEL        BATCH SELECTION               DIR         BATCH DIRECTORY
                                         BCH         BATCH INQUIRY


MISCELLANEOUS ACTIONS:

OFF        SIGNOFF
HLP        HELP
LAS        LEAVE ACCOUNTING

PRINT DESTINATION:

ACTN    SEL       BATCH                 SSN        PAY PER
```

To access the BATCH SELECTION screen from the Time & Attendance Menu or Batch Entry Screen, key the following:

- ACTN SEL
- Press ENTER. (A blank BATCH SELECTION screen will display)

PPC ID 99

BATCH ID	BATCH STAT	CREATE DATE	USER	PROCESS DATE	RPT TYP	AGY	RU	ROLL CD	PAY PERIOD	BEGIN PG #

DC980521 Please Enter Search Key Field(s)

ACTN   PPC ID 99 USER   BATCH STATUS EMP BATCH CREATION METHOD P

PAY PERIOD 0 06 92 RPT TYPE SA   ROLL CD   AGENCY   REPORTING UNIT

HOW TO ACCESS A LISTING OF BATCHES

Upon initial access, a blank BATCH SELECTION screen will display. By keying additional information in one or more of the Search Key Fields, located at the bottom of the screen, the specific desired batches will display. Refer to Search Key Field descriptions below:

(1) USER   Initially displays your User ID which is used to access only your batches. When using this field, additional Search Key Field(s) must be entered. To access other batches:

- Preloaded Batches - (Empty status) User ID must be blank. Press the ERASE EOF key.

- Other Users' Batches - Enter the last three letters of the desired User ID.

- All Users' Batches - must be blank. Press the ERASE EOF key.

(2) BATCH   To request only one status of batches. When this field is blank,
     STATUS   will display all Empty, Closed, and Saved batches. To request one Status of batches, key:

- EMP (displays Empty Batches)
- CLS (displays Closed Batches)
- SAV (displays Saved Batches)
- PRC (displays Processed Batches)
- DEL (displays Deleted Batches)

(3) BATCH   To request only one type of batch, key:
     CREATE
     METHOD

- P (displays Preloaded Batches)
- S (displays Scratch Batches)

(4) PAY PERIOD [*]   To request batches for a specific month/year, key:

- Pay Period Type - optional field. When left blank will display all batches for the month/year.
- Month and Year - required to display specific pay period(s).

(5) RPT TYPE [*]   To request Batches for a specific report type:

- TA (displays preloaded Time and Attendance batches)
- SA (displays preloaded Miscellaneous batches for CSU Student Assistant Pay)

(6) ROLL CD [*]   To request one specific roll code batch, key the desired roll code.

(7) AGENCY [*]   To request only one agency code batch, key the desired agency code.

(8) REPORTING UNIT [*]   This field must be used with the AGENCY Search Key field.

To request batches for a specific unit, key the agency code in the AGENCY Search Key Field and the unit number in the REPORTING UNIT field.

After keying data into the desired Search Key Fields, press ENTER (requested batches will display).

[*] Applies to Preloaded Batches only.

HOW TO SELECT BATCHES TO CORRECT, DELETE, OR ADD ENTRIES

If the desired batches are not displayed, to access additional pages of batches, press:

- **PF8** = Next Page
- **PF7** = Previous Page

To access the BATCH ENTRY screen, key an "X" next to the desired batch(es). Batches can only be selected on the displayed page (cannot select batches over multiple pages).

Press **ENTER** (the BATCH ENTRY screen of the first selected batch will display).

If multiple batches were selected, use the following keys from the BATCH ENTRY screen:

- **PF14** - to access the next batch
- **PF13** - to access the previous batch

HOW TO RETURN TO BATCH SELECTION SCREEN

To return to the previous page of selected batches from the BATCH ENTRY screen, press **PF10.**

CHANGE THE STATUS OF BATCHES

To change Batch Status from SAV (Saved) to CLS (Closed) or CLS to SAV, key an "X" next to the desired batches and press **PF5** (to Close) or **PF6** (to Save).

```
PIPF101U                          BATCH SELECTION                    08/11/92  12:57:58


PPC ID 99


        BATCH ID   BATCH    CREATE              PROCESS   RPT                    ROLL    PAY        BEGIN
                   STAT     DATE      USER      DATE      TYP   AGY    RU        CD      PERIOD     PG #

X       4060100    EMP      052292                        SA    189    301       3       0 06 92     1
X       4060101    EMP      052292                        SA    189    302       3       0 06 92     1
X       4060102    EMP      052292                        SA    189    303       3       0 06 92     1

DC980521 Please Enter Search Key Field(s)


ACTN            PPC ID 99 USER    BATCH  STATUS  EMP    BATCH   CREATION METHOD P


PAY PERIOD 0 06 92 RPT TYPE SA    ROLL CD        AGENCY          REPORTING UNIT
```

RE-ENTER BATCH   K 107
(Revised 12/97)

Access the BATCH ENTRY screen of the desired batch. (See instructions in section K 101 or use the BATCH SELECTION screen instructions in section K 106).

If data is changing on the BATCH ENTRY screen, correct the Batch Control sheet. Key the corrected data onto the BATCH ENTRY screen.

BATCH ENTRY (RE-ENTER)

```
PIPF103U                          BATCH ENTRY                        07/31/92
        09:29:09

BATCH  ID 4000005    AGY 192      RU 001  ROLL CODE 3  PAY PER    0 06 92    PGS   1 TO 3
PAY CENTER ID PD                  CREATE DATE 05 22 92                 BATCH STATUS SAV
USER DMS                          PROCESS DATE                    BATCH BALANCE STATUS OUT


TOTALS                ENTERED              COMPUTED              DIFFERENCE
TRANS COUNT           14                   13                    1
DAYS                                       0                     0
HOURS                 880.50               780.50                100.00
RATE                  289.55               276.00                13.55
GROSS


=================================ALTERNATE FUNDING=================================


CODE   NUMBER            CODE   NUMBER            CODE   NUMBER            CODE   NUMBER
       AGY RU    SER            AGY RU    SER            AGY RU    SER            AGY RU    SER
. 1              901     . 2          100 901     .                          .
.                       .                         .                          .
.                       .                         .                          .
.                       .                         .                          .
DC980520                     BATCH OUT OF BALANCE
ACTN                         BATCH 4000005 SSN                   PAY PER
```

NOTE: When correcting/changing fields with data displayed on the screen, erase the previous data using the ERASE EOF key.

There are three methods to access records:

To re-enter the Time and Attendance format key:

ACTN TA

Press **ENTER**   (will update the BATCH ENTRY screen and display the first page in the batch)

OR

To re-enter the Miscellaneous format key:

ACTN MIS

Press **ENTER**   (will update the BATCH ENTRY screen and display the first page in the batch)

To access last page of the format key:

ACTN LP   (Last Page)

Press **ENTER**   (last page will display with space to add additional entries)

To begin keying records from a particular employee, key:

SSN 732 77 3721   (key in employee's Social Security Number)

Press the PF15 key (will display the record for the requested SSN and, when applicable, the following employee records).

To access one specific employee, key:

SSN 732 77 3721   (key in employee's Social Security Number)

Press **ENTER**   (will display only the employee's record(s) contained in the batch, other employee records will not display, entries cannot be added).

PIPF103U	BATCH ENTRY		07/31/92 09:29:09

BATCH ID 4000005 AGY 192 RU 001 ROLL CODE 3   PAY PER 0 06 92   PGS   1 TO 3

PAY CENTER ID PD   CREATE DATE 05 22 92   BATCH STATUS SAV

USER DMS   PROCESS DATE   BATCH BALANCE STATUS OUT

TOTALS	ENTERED	COMPUTED	DIFFERENCE
TRANS COUNT	14	13	1
DAYS		0	0
HOURS	880.50	780.50	100.00

| RATE | 289.50 | 276.00 | 13.50 |
| GROSS | | | |

===================================ALTERNATE FUNDING===================================

CODE	NUMBER		CODE	NUMBER		CODE	NUMBER		CODE	NUMBER	
	AGY RU	SER		AGY RU	SER		AGY RU	SER		AGY RU	SER
· 1			· 2	100	901	·			·		
·			·			·			·		
·			·			·			·		
·			·								
·				·							

DC980520   BATCH IN BALANCE

ACTN   BATCH 4000005   SSN 732 77 3721   PAY PER

Example of accessing record(s) for a specific Social Security Number.

Subject: SCRATCH BATCHES

INTRODUCTION   K 200
(Revised 12/00)

This section contains information regarding scratch batches. A scratch batch is an operator created batch or a copied batch which can be used to request all format types (i.e., Time and Attendance [TA], Dock [DCK], Miscellaneous [MIS], Certification [ETC], Adjustments [ADJ]. The batch may contain up to 100 records.

TO ACCESS BATCH (INITIAL)   K 201
(Revised 12/00)

```
    PIPF001     TIME & ATTENDANCE MENU      07/31/00     9:22:09
    ENTER AN ACTION COMMAND OR PLACE AN 'X' BEFORE THE ACTION


BATCH UPDATE ACTIONS:                   BATCH INQUIRY ACTIONS:
    ENT          BATCH ENTRY                EI        EMPLOYEE INQUIRY
    SEL          BATCH SELECTION            DIR       BATCH DIRECTORY
                                            BCH       BATCH INQUIRY



MISCELLANEOUS ACTIONS:
    OFF          SIGNOFF
    HLP          HELP
    LAS          LEAVE ACCOUNTING
PRINT DESTINATION:


ACTN ENT        BATCH        SSN                      PAY PER
```

Example of screen above is for the TIME & ATTENDANCE (T/A) MENU; however, instructions below also apply to the BATCH ENTRY and BATCH SELECTION screens.

The following procedures identify the method for accessing a new <u>SCRATCH</u> batch. Note: Batches cannot be updated from Inquiry Screens; press CLEAR key and return to the T/A Menu to access Update Screens.

<u>FROM T/A OR BATCH SELECTION</u>

- Key information in the following field:

ACTN ENT (to access BATCH ENTRY screen)

- Press **ENTER**

<u>FROM BATCH ENTRY</u>

- Key the following:

    BATCH   (erase all characters in this field by pressing the ERASE EOF key).

- Press **ENTER**   (BATCH ENTRY screen will display)

UPDATING BATCH ENTRY SCREENS   **K 202**
(Revised 08/03)

<u>INITIAL UPDATE</u>

(1)   Key the required information from the Batch Entry Control form (instructions in Section K 005.1) onto the BATCH ENTRY screen under the heading ENTERED. (See example below.) Key decimal point to reflect fractional hours and cents:

TRANS COUNT	14	(number of employee records, maximum maximum 100)
DAYS	5	(total number of days)
HOURS	880.5	(total number of hours)
RATE	289.55	(total amount from rates)
GROSS		(total amount from gross)
STD		(total amount from standard)

    Key the **ALTERNATE FUNDING** fields, if applicable (do not use Alternate Funding for Regular pay).

CODE	1	
AGY +		(Key only if different than employee's regular position)
RU +		(Key only if different than employee's regular position)
SER	901	

(2) Move the cursor to the following field and key:

ACTN (Key the command for the desired format:

ETC = Employee Time Certification;
TA = Time and Attendance [Form 672];
DCK = Dock [STD.603];
MIS = Miscellaneous [STD.671];
ADJ = Pay Adjustment

(3) Press **ENTER** (will update the BATCH ENTRY screen, assign a Batch ID and display a blank screen in the requested format).

```
PIPF103U                        BATCH ENTRY              07/31/00 09:29:09


BATCH ID            AGY  RU  ROLL CODE 3   PAY PER            PGS


PAY CENTER ID PD        CREATE DATE                      BATCH STATUS
USER XYZ                PROCESS DATE              BATCH BALANCE STATUS
TOTALS                  ENTERED          COMPUTED        DIFFERENCE

    TRANS COUNT            14               0               0
    DAYS                    5               0               0
    HOURS                880.5             .00             .00
    RATE                 289.5             .00             .00
    GROSS
    STD

===================================ALTERNATE FUNDING===================================
CODE   NUMBER       CODE   NUMBER      CODE   NUMBER       CODE   NUMBER
     AGY RU   SER         AGY RU   SER        AGY RU   SER       AGY RU      SER
· 1            901  · 2        100  901   ·                   ·
.                   .               .                   .
.                   .               .                   .
.                   .               .                   .
DC980526      ENTER DATA FOR NEW BATCH
ACTN  TA  BATCH        SSN           PAY PER
```

+ PROTECTED FIELD - To key changes in protected fields, unprotect the fields by pressing the PF9 key. Key the correction and press PF9 to reinstate the protected fields.
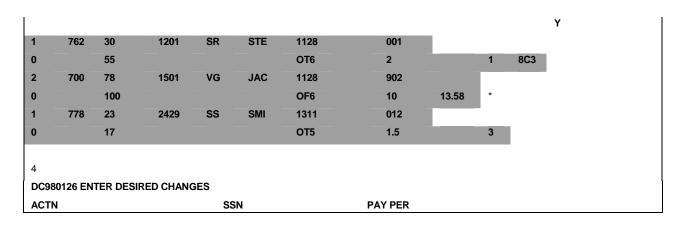
TIME AND ATTENDANCE DETAIL SCREEN   K 203
(Revised 12/00)

Each page can contain a maximum of 4 employee records with a maximum of 9 types of payments per record.

```
PIPF202U                TIME AND ATTENDANCE                    07/31/00  09:38:45


AGY 888   RU 999   PAY PER 0  06  00      ROLL CD  RPT PG           BATCH ID 1000909
OK          SSN      NAME          CLASS        SERIAL
ERN   DY   HOURS          RATE  AF      ERN   DY      HOURS   RATE   AF   ERN   D   HOURS    AF
```

													Y
1	762	30	1201	SR	STE	1128	001						
0		55				OT6	2			1	8C3		
2	700	78	1501	VG	JAC	1128	902						
0		100				OF6	10	13.58	*				
1	778	23	2429	SS	SMI	1311	012						
0		17				OT5	1.5			3			

4

DC980126 ENTER DESIRED CHANGES

ACTN   **SSN**   **PAY PER**

The "*" indicates the use of the DUP key to duplicate data from the previous employee record.

(1)   Key the information as coded on the Form 672.

FIELDS
Name   Description/Use
(a) AGY   Agency Code

(b) RU   Reporting Unit

(c) PAY PER   Pay Period (divided into 3 fields).
                        Pay Period Type (1 character), Month (2 characters) and
                        Year (2 characters).

(d) OK   OK Indicator Initially closed field. After the screen is
                        updated, or in a "copied" batch, the field will display an "X"
                        for selected records. Erase "X" (unselect the record) if
                        payment(s) should not be requested.

(e) SSN   Social Security Number (divided into 3 fields).

(f) NAME   Key first and middle initial and first 3 letters of surname.

(g) CLASS   Class Code

(h) SER   Serial Number

(i) ERN ID   Earnings Identifier - Required to identify type of payment (1
                        to 4 characters).
                        NOTE: All unused preprinted Earnings IDs for copied
                        preloaded batches will be deleted for selected employee
                        records when initially updated.

(j) DY+   Days to be paid.
                        Date cannot be duplicated using the DUP key.

(k) HOURS   Hours to be paid.
                        Key decimal to reflect hours in hundredths. Data cannot be
                        duplicated using the DUP key.

(l) RATE	Rate for the type of payment requested. Key decimal to reflect cents. Data <u>cannot</u> be duplicated using the DUP key.	
(m) AF	Alternate Funding Code. Key the character code assigned.	
Use of DUP key	Will duplicate the data from the previous employee record in the corresponding line. <u>Exception</u>: DY (Days), HOURS, and RATE fields.	

Note: **Do Not** use the asterisk (uppercase 8) key.

+ **PROTECTED FIELD - To key changes in protected fields, unprotect the fields by pressing the PF9 key. Key the correction and press PF9 to reinstate the protected fields.**

(2) After keying all information onto the screen, one of the following actions <u>may</u> be performed:

➢ Press **ENTER**. Data will be updated and a blank TA detail screen or the next TA detail screen will display.

➢ Request a different format. Key **DCK** (for STD. 603), **ETC** (for STD. 966), **ADJ** (for STD. 683) or **MIS** (for STD. 671) in the ACTN field. Press **ENTER** (will update the displayed page and advance to the requested format).

➢ **SAVE** the batch. Press **PF6** (will update the displayed page and return to the BATCH ENTRY screen).

➢ **CLOSE** the batch. Press **PF5** (will update the displayed page and return to the BATCH ENTRY screen).

If an ERROR MESSAGE is displayed, correct the error condition and repeat the command or press ENTER.

(3) Initial and date keyed Forms 672 on the DATE KEYED area.

ABSENCE WITHOUT PAY (DOCK) DETAIL SCREEN K 204
(Revised 08/93)

Each page can contain a maximum of 8 employee records.

If more than one dock record for the same pay period is keyed for an employee, the payroll system will process the dock with the most current date in the REPORTING DATE field. The date is automatically assigned when the format is originally established in the batch. The assigned date may be changed to a future date (see Reporting Date, Item 1d, below).

```
PIPF201U              ABSENCE W/O PAY (DOCK)07/14/92            09:38:45

DC980155   BATCH ADDED

AGY 192      RU 001 PAY PER 0 07 92 REPORTING DATE      07 14 92 BATCH ID 118017
  OK          SSN        NAME      CLASS      SER        DY        HOURS
1       911 23 4567      AB CEE    1128       001        2
```

2	922 34 5678	CB ESS	*	005	5	5
3	778 45 6789	NB SEA	1136	020	1	.5
4						
5						
6						
7						
8						

DC980549 ADD TRANSACTIONS

ACTN   SSN   PAY PER

The "*" indicates the use of the DUP key to duplicate data from the previous employee record.

(1) Key the information as coded on the STD. 603.

FIELDS

Name	Description/Use
(a) AGY	Agency Code
(b) RU	Reporting Unit
(c) PAY PER	Pay Period (divided into 3 fields). Pay Period Type (1 character), Month (2 characters) and Year (2 characters)
(d) REPORTING DATE	Divided into 3 fields. Month (2 characters), Day (2 characters) and Year (2 characters). The date is computer generated and can be changed to reflect a different date.
(e) OK	OK Indicator Initially closed field. After the screen is updated or on a "copied" batch, the field will display an "X" for selected records. Erase "X" (unselect the record) if dock should not be requested.
(f) SSN	Social Security Number (divided into 3 fields).
(g) NAME	Key first and middle initial and first 3 letters of the surname.
(h) CLASS	Class Code
(i) SER	Serial Number
(j) DY	Days to be docked. Leave blank to cancel dock time that was processed in error. Data cannot be duplicated using the DUP key.
(k) HOURS	Hours to be docked. Key decimal to reflect hours in hundredths. Leave blank to cancel dock time that was processed in error. Data cannot be duplicated using the DUP key.

Use of DUP key   Will duplicate the data from the previous employee record in the corresponding line. Do not skip lines. <u>Exception</u>: DY (Days) and HOURS Note: DO NOT use the asterisk (upper case 8) key.

(2)   After keying all information onto the screen, one of the following actions <u>may</u> be performed

> ➢   Press **ENTER.** Data will be updated and a blank or next dock detail screen will display.

> ➢   Request a different format. Key **TA** (for Form 672), **ETC** (for STD. 966), **ADJ** (for STD. 683) or **MIS,** (for STD 671) in the ACTN field. Press **ENTER** (will update the displayed page and advance to the requested format).

> ➢   **SAVE** the batch. Press **PF6** (will update the displayed page and return to the BATCH ENTRY screen.)

> ➢   **CLOSE** the batch. Press **PF5** (will update the displayed page and return to the BATCH ENTRY screen).

> If an ERROR MESSAGE is displayed, correct the error condition and repeat the command or press ENTER.

> (3) Initial and date each STD. 603 keyed into the system in the upper right hand corner.

MISCELLANEOUS DETAIL SCREEN   K 205
(Revised 12/97)

PIPF203U		MISCELLANEOUS PAYROLL/LEAVE ACTIONS								08/14/92 10:53:28	
AGY 192 RU 001		PAY PER 0 07 92								BATCH ID 118017	
OK	SSN	NAME	CLASS	SER	ERN	ID	DY HOURS	AF RATE	WWG/FLSA		GROSS
1	911 23 4567	AB CEE	1128	001	SRE		40				
2	922 34 5678	CH ESS	*	005	9M			200			
3	933 45 6789	NB SEA	1136	020	SRE		8				
4											
5											
6											
7											
8											
DC980549 ADD TRANSACTIONS											
ACTN					SSN			PAY PER			

The "*" indicates the use of the DUP key to duplicate date from the previous employee record.

Each page can contain a maximum of 8 employee records.

(1) Key the information as coded on the STD. 671.

FIELDS

Name	Description/Use
(a) AGY	AGENCY (Agency Code)
(b) RU	UNIT (Reporting Unit)
(c) PAY PER	Pay Period (divided into 3 fields). Pay Period Type (1 character); Month (2 characters), and Year (2 characters).
(d) OK	OK Indicator Initially closed field. After the screen is updated or in a "copied" batch, the field will display an "X" for selected records. Erase "X" (unselect the record) if payment should not be requested.
(e) SSN	SOCIAL SECURITY NUMBER (divided into 3 fields).
(f) NAME	INITIALS (key first and middle initials and first 3 letters of surname)
(g) CLASS	CLASS (Class Code)
(h) SER	SERIAL (Serial Number)
(i) ERN ID	EARNINGS ID. (Earnings Identifier - required to identify type of payment). Can be 1 to 4 characters.
(J) DY+	DAYS (days to be paid) Data cannot be duplicated using the DUP key. Protected field +.
(k) HOURS	HOURS AND HDTHS (hours to be paid). Key decimal to reflect hours in hundredths. Data cannot be duplicated using the DUP key.
(L) AF	ALT FUND CODE (Alternate Funding Code) Key the character code assigned.
(m) RATE	Key decimal to reflect cents. Data cannot be duplicated using the DUP key.
(n) WWG+	WORK WEEK (Civil Service employee's Work Week Group or reallocated WWG, or CSU employee's FLSA Code).
(o) GROSS	Key decimal to reflect cents. Data cannot be duplicated using the DUP key.
Use of DUP key	Will duplicate the data from the previous employee record in the corresponding line. Do not skip lines. Exception: DY, HOURS and RATE fields.
	Note: **Do Not** use the asterisk (upper case 8) key.

+   **PROTECTED FIELD - To key changes in protected fields, unprotect the fields by pressing the PF9 key. Key the correction and press PF9 to reinstate the protected fields.**

(2)   After keying all information onto the screen, one of the following actions <u>may</u> be performed:

➢   Press **ENTER**. Data will be updated and a blank or next MIS screen will display.

➢   Request a different format. Key **TA** (for Form 672), **ETC** (for STD. 966), **ADJ** (for STD. 683) or **DCK** (for STD 603) in the ACTN field. Press **ENTER** (will update the displayed page and advance to the requested format).

➢   **SAVE** the batch. Press **PF6** (will update the displayed page and return to the BATCH ENTRY screen).

➢   **CLOSE** the batch. Press **PF5** (will update the displayed page and return to the BATCH ENTRY.

If an ERROR MESSAGE is displayed, correct the error condition and repeat the command or press **ENTER**.

(3)   Initial and date each STD. 671 page keyed into the system.

EMPLOYEE TIME CERTIFICATION DETAIL SCREEN   **K 206**
(Revised 12/00)

```
PIPF304U                 EMPLOYEE TIME CERT ENTRY      05/17/00

AGY  RU        PAY PER                              BATCH ID    1053
OK         SSN    NAME    CLASS   SER   STD   DY   HOURS   TBFRAC

1                                                          000000

2                                                          000000

3                                                          000000

4                                                          000000

5                                                          000000

6                                                          000000

7                                                          000000

8                                                          000000
DC980549 ADD TRANSACTIONS
ACTN                              SSN        PAY PER
```

Each page can contain a maximum of 8 employee records.

(1)   Key the information as coded on the STD. 966.

FIELDS

Name	Description/Uses

(a)   AGENCY   AGENCY (Agency Code)

(b)   RU   UNIT (Reporting Unit)

(c)   PAY PERIOD Pay Period (divided into 3 fields). Pay Period Type
(1 character); Month (2 characters), and Year (2 characters).

(d) OK   OK Indicator
Initially closed field. After the screen is updated or in a
"copied" batch, the field will display an "X" for selected
records. Erase "X" (unselect the record) if payment should
not be requested.

(e) SSN   SOCIAL SECURITY NUMBER (divided into 3 fields).

(f) NAME   INITIALS (key first and middle initials and first 3 letter of
surname)

(g) CLASS   CLASS (Class Code)

(h) SER   SERIAL (Serial Number)

(i) STD   If standard warrant due key "1".

(j) DY+   DAYS (days to be paid) Data cannot be duplicated using the
DUP key. Protected field+.

(k) HOURS   HOURS AND HDTHS (hours to be paid). Key decimal to
reflect hours in hundredths. Data cannot be duplicated using
the DUP key.

(l) TBFRAC   If timebase less than FT key fraction (e.g., 001002)

**+   PROTECTED FIELD - To key changes in protected fields, unprotect the
fields by pressing the PF9 key. Key the correction and press PF9 to
reinstate the protected fields.**

(2)   After keying all information onto the screen, one of the following actions may
be performed:

➢   Press **ENTER**. Data will be updated and a blank or next MIS screen
will display.

> ➤ Request a different format. Key **TA** (for Form 672), **MIS** (for STD. 671), **ADJ** (for STD. 683) or **DCK** (for STD 603) in the ACTN field. Press **ENTER** (will update the displayed page and advance to the requested format).

> ➤ **SAVE** the batch. Press **PF6** (will update the displayed page and return to the BATCH ENTRY screen).

> ➤ **CLOSE** the batch. Press **PF5** (will update the displayed page and return to the BATCH ENTRY screen).

PAY ADJUSTMENTS DETAIL SCREEN FORM STD. 683　　　　　　**K 207**
(Revised 12/00)

Each page can contain a maximum of 3 employee records with a maximum of 3 types of payments per record.

```
PIPF304U                      PAY ADJUSTMENT ENTRY           05/17/00        08:53:23

AGY  RU            PAY PER                     RPT PG      BATCH ID      1053
     TIME PAID PER WARRANT  REGISTER          TIME  TO  BE  PAID  SHOULD  BE
OK   SSN             NAME    CLASS          SERIAL
SAL  RATE   DY    HOURS    TBFRAC   PT    SD     RC    SAL   RATE   DY   HOURS   TBFRAC

1                           000000                                              000000
                            000000                                              000000
                            000000                                              000000

2                           000000                                              000000
                            000000                                              000000
                            000000                                              000000

3                           000000                                              000000
                            000000                                              000000
                            000000                                              000000
DC980549 ADD TRANSACTIONS
ACTN                                      SSN              PAY PER
```

(1) Key the information as coded on the STD. 683.

FIELDS

Name	Description/Uses
(a) AGENCY	AGENCY (Agency Code)
(b) RU	UNIT (Reporting Unit)
(c) PAY PERIOD	Pay Period (divided into 3 fields). Pay Period Type (1 character); Month (2 characters), and Year (2 characters).
(d) OK	OK Indicator Initially closed field. After the screen is updated, or in a "copied" batch, the field will display an "X" for selected records. Erase "X" (unselect the record) if payment(s) should not be requested.

	(e) SSN	Social Security Number (divided into 3 fields).
	(f) NAME	Key first and middle initials and first 3 letters of surname.
	(g) CLASS	Class Code
	(h) SER	Serial Number

Payment per Warrant Register:

	(i) SAL RATE	Key decimal to reflect cents.
	(j) DY	Days Paid
	(k) HOURS	Hours paid – key decimal to reflect hundredths.
	(l) TBFRAC	Time Base if less than FT (e.g., 001002 for 1/2 time for payment type "Y" only).
	(m) PT	Payment Type
	(n) SD	Shift Differential
	(O) RC	Roll Code

Payment Should Be:

	(p) SAL RATE	Key decimal to reflect cents.
	(q) DY	Days to be paid
	(r) HOURS	Hours to be paid
	(s) TBFRAC	If less than FT (e.g., 001002 for 1/2 time) for payment type "Y" only.

(2)   After keying all information onto the screen, one of the following actions <u>may</u> be performed:

➢   Press **ENTER**. Data will be updated and a blank or next MIS screen will display.

➢   Request a different format. Key **TA** (for Form 672), **MIS** (for STD. 671), **ADJ** (for STD. 683) or **DCK** (for STD 603) in the ACTN field. Press **ENTER** (will update the displayed page and advance to the requested format).

➢   **SAVE** the batch. Press **PF6** (will update the displayed page and return to the BATCH ENTRY screen).

➢   **CLOSE** the batch. Press **PF5** (will update the displayed page and return to the BATCH ENTRY screen).

If an ERROR MESSAGE is displayed, correct the error condition and repeat the command or press ENTER.

(3)   Initial and date keyed form STD. 683 on the DATE KEYED area.

BALANCING THE BATCH   K 208
(Revised 12/00)

After saving (PF6) or closing (PF5) the batch, the BATCH ENTRY screen will appear. The field BATCH BALANCE STATUS will identify whether the batch is IN balance or OUT of balance.

Batch Entry shows OUT OF BALANCE batch:

```
PIPF103U                                BATCH ENTRY                              05/22/00  09:29:09

BATCH ID 118017    AGY 192    RU 001    ROLL CODE 3    PAY PER 0 05 00                      PGS 1 TO 3
PAY CENTER ID PD                   CREATE DATE 05/22/00           BATCH STATUS SAV
USER DMS                           PROCESS DATE                   BATCH BALANCE STATUS OUT
TOTALS                     ENTERED              COMPUTED             DIFFERENCE


TRANS COUNT                14                   14                   0
DAYS                                            0                    0
HOURS                      880.50               880.50               .00
RATE                       289.50               289.00               .50
GROSS
STD
                                      ALTERNATE FUNDING
CODE    NUMBER              CODE    NUMBER           CODE    NUMBER            CODE    NUMBER
        AGY RU     SER              AGY RU    SER            AGY RU    SER             AGY RU     SER
.1                 901     .2        100      901    .                         .
.                          .                         .                         .
.                          .                         .                         .
.                          .                         .                         .
DC980527                 BATCH OUT OF BALANCE
ACTN                     BATCH 118017 SSN                    PAY PER
```

The difference between the data keyed on the employee's records **(COMPUTED)** and the totals keyed on the **BATCH ENTRY** screen **(ENTERED)** will appear under the heading **DIFFERENCE.** Verify totals keyed in the fields under the heading **ENTERED:**

Step   Action

TOTALS KEYED INCORRECTLY

1   Erase the previous data using the ERASE EOF key and key the correct
        amount(s) in the appropriate field(s).

2   Press ENTER

3   If Batch Balance Status displays IN, proceed to Step 8.
            If Batch Balance Status displays OUT, proceed to Step.

INCORRECT DATA KEYED IN BATCH

4 To re-enter a format, key the command for the desired format in the following field:

ACTN Key one of the following formats:

ETC = Employee Time Certification (STD. 966);
TA = Time and Attendance (Form 672);
DCK = Dock (STD. 603);
MIS = Miscellaneous (STD. 671);
ADJ = Pay Adjustment (STD. 683).

Press **ENTER**   (will update the BATCH ENTRY screen and display the first page of the requested format)

Once the desired format is accessed, to begin keying/viewing record(s) use one of the following procedures:

- To access a particular employee, key:

SSN 732 77 3721 (Key in the employee's Social Security Number)

Press the PF15 key[*] (will display the first record for the requested SSN, and if applicable, the following 6 employee records)

- To access one specific employee, key:

SSN 732 77 3721 (key in employee's Social Security Number)

Press **ENTER** (will display only the employee's records contained in the format, other employee records will not display).

5 Verify records using PF8 (Next Page) and PF7 (Previous Page) keys. Correct all errors.

NOTE: When deleting one of several payment requests from a particular employee's record, erase all fields for ONLY the payment being deleted.

6 Save (PF6) or Close (PF5) the batch.

7 ➢ If BATCH BALANCE STATUS displays IN, proceed to BATCH BALANCE STATUS - IN, Step 8.

➢ If BATCH BALANCE STATUS displays OUT, re-verify totals and employee records (go back to Steps 1 - 3 or Steps 4 - 6).

* When the PF15 key is used on the BATCH ENTRY screen, the system will search for the SSN in ONLY the first format of the batch.

Batch Entry shows batch IN BALANCE:

PIPF103U			BATCH ENTRY		05/22/00 09:29:09
BATCH ID 118017	AGY 192	RU 001	ROLL CODE 3	PAY PER 0 05 00	PGS 1 TO 3

```
PAY CENTER ID PD              CREATE DATE 05/22/00          BATCH STATUS CLS

USER DMS                      PROCESS DATE                  BATCH BALANCE STATUS IN

TOTALS            ENTERED              COMPUTED             DIFFERENCE


TRANS COUNT         14                    14                   0

DAYS                 5                     0                   0

HOURS              880.50                880.50               .00

RATE               289.50                289.50               .00

GROSS

STD

================================ALTERNATE FUNDING=================================

CODE    NUMBER          CODE    NUMBER          CODE    NUMBER          CODE    NUMBER

        AGY RU     SER          AGY RU    SER           AGY RU    SER           AGY RU     SER

. 1                901   . 2      100     901   .                      .

.                       .                      .                      .

.                       .                      .                      .

.                       .                      .                      .

DC980520                       BATCH IN BALANCE

ACTN                           BATCH 118017 SSN             PAY PER
```

8   One of the following options can be performed when BATCH BALANCE
         STATUS indicates IN:

➢ Close (PF5) l or Save (PF6) the batch.

➢ Multiple batches were selected from the BATCH SELECTION screen,
  press PF14 to access the Next Batch.

➢ Request a new Scratch Batch, erase all characters in the BATCH
  Search Key Field and press ENTER.

➢ Request an existing batch, key the desired batch number in the BATCH
  Search Key Field and ENTER.

➢ To return to the T/A MENU screen, press the CLEAR key.

BATCH SELECTION   **K 209**
(Revised 12/00)

BATCH SELECTION is an update screen that provides a listing of batches. From the
BATCH SELECTION screen several update functions can be performed.

This section contains procedures to:

➢ Access a listing of batches based on information keyed in Search Key Fields;

➢ Select one or more batches to correct, delete or add entries; and

➢ Change the status of one or more selected batches from Saved to Closed or
  Closed to Saved.

```
PIPF001          TIME & ATTENDANCE MENU            07/31/00            9:22:09


ENTER  AN  ACTION  COMMAND  OR  PLACE  AN  `X'  BEFORE  THE  ACTION

BATCH  UPDATE  ACTIONS:                        BATCH  INQUIRY  ACTIONS:
ENT           BATCH ENTRY                      EI           EMPLOYEE INQUIRY
SEL           BATCH SELECTION                  DIR          BATCH DIRECTORY
                                               BCH          BATCH INQUIRY
MISCELLANEOUS ACTIONS:
OFF           SIGNOFF
HLP           HELP
LAS           LEAVE ACCOUNTING
PRINT DESTINATION:
ACTN ENT          BATCH                        SSN                  PAY PER
```

To access the BATCH SELECTION screen from the Time & Attendance Menu or
Batch Entry Screen, key the following:

- ➢ ACTN SEL

- ➢ Press ENTER (a blank BATCH SELECTION screen will display).

```
PIPF101U                    BATCH SELECTION          11/20/00          12:57:58
PPC ID
BATCH   BATCH   CREATE          PROCESS   RPT                ROLL   PAY      BEGIN
   ID   STAT    DATE    USER    DATE      TYP  AGY  RU       CD     PERIOD   PG #


DC980521 Please Enter Search Key Field(s)
ACTN      PPC ID 99 USER        BATCH STATUS EMP BATCH CREATION METHOD S
PAY PERIOD 0 06 00 RPT TYPE          ROLL CD        AGENCY          REPORTING UNIT
```

HOW TO ACCESS A LISTING OF BATCHES

Upon initial access, a blank BATCH SELECTION screen will display. By keying
additional information in one or more of the Search Key Fields, located at the bottom
of the screen, the specific desired batches will display. Refer to Search Key Field
descriptions below:

(1) USER   Initially displays your User ID which is used to access only
                        your batches. When using this field, additional Search Key
                        Field(s) must be entered. To access other batches:

                        ➢ Preloaded Batches - (Empty status) - User must be
                        blank. Press the ERASE EOF key.

                        ➢ Other Users' Batches - Enter the last three letters of the
                        desired User ID.

                        ➢ All Users' Batches - must be blank. Press the ERASE
                        EOF key.

(2) BATCH STATUS	To request only one status of batches. When this field is blank will display all Empty, Closed and Saved batches. To request one status of batches, key:

- ➢ EMP (displays Empty Batches)

- ➢ CLS (displays Closed Batches)

- ➢ SAV (displays Saved Batches)

- ➢ PRC (displays Processed Batches)

- ➢ DEL (displays Deleted Batches)

(1) BATCH CREATE METHOD	To request only one type of batch, key:

- ➢ P (displays Preloaded Batches)

- ➢ S (displays Scratch Batches)

(4) PAY PERIOD[*]	To request batches for specific month/year, key:

- ➢ Pay Period Type – optional field. When left blank will display all batches for the month/year.

- ➢ Month and Year - required to display specific pay period(s).

(5) RPT TYPE[*]	To request batches for specific report type:

- ➢ TA (displays preloaded Time and Attendance batches)

- ➢ SA (displays preloaded Miscellaneous batches for CSU Student Assistant Pay)

(6) ROLL CD[*]	To request batches with one specific roll code, key the desired roll code.
(7) AGENCY*	To request batches with one specific agency code, key the desired agency code.
(8) REPORTING UNIT[*]	This field must be used with the AGENCY Search Key Field. To request batches for a specific unit, key the agency code in the AGENCY Search Key Field and the unit number in the REPORTING UNIT field.

After keying data into the desired Search Key Fields, press ENTER (requested batches will display).

* **Applies to Preloaded Batches only**

<u>HOW TO SELECT BATCHES TO CORRECT, DELETE OR ADD ENTRIES</u>

If the desired batches are not displayed, to access additional pages of batches, press:

> **PF8** - Next Page

> **PF7** - Previous Page

To access the BATCH ENTRY screen, key an "X" next to the desired batch(es). Batches can only be selected on the displayed page (cannot select batches over multiple pages).

Press ENTER (the BATCH ENTRY screen of the first selected batch will display).

If multiple batches were selected, use the following keys from the BATCH ENTRY screen:

> **PF14** – to access the next batch
> **PF13** – to access the previous batch

HOW TO RETURN TO BATCH SELECTION SCREEN

To return to the BATCH SELECTION screen from the BATCH ENTRY screen, press PF10.

CHANGE THE STATUS OF BATCHES

To change Batch Status from SAV (Saved) to CLS (Closed) or CLS to SAV, key an "X" next to the desired batches and press PF5 (to Close) or PF6 (to Save).

```
PIPF101U                        BATCH SELECTION          11/20/00          12:57:58
PPC ID
   BATCH   BATCH   CREATE            PROCESS   RPT              ROLL   PAY          BEGIN
   ID      STAT    DATE     USER     DATE      TYP   AGY  RU    CD     PERIOD       PG, #

X  110147  SAV     10 26 00  PKN
X  110102  SAV     10 26 00  PKN
X  110010  SAV     10 26 00  PKN

DC980521 Please Enter Search Key Field(s)

ACTN       PPC ID 99 USER PKN       BATCH STATUS   BATCH CREATION METHOD S

PAY PERIOD  RPT TYPE                ROLL CD        AGENCY        REPORTING UNIT
```

TO ACCESS BATCH (RE-ENTER)   **K 210**
(Revised 12/00)

```
PIPF001              TIME & ATTENDANCE MENU              07/31/00          9:22:09


ENTER AN ACTION COMMAND OR PLACE AN `X' BEFORE THE ACTION


BATCH UPDATE ACTIONS:                             BATCH INQUIRY ACTIONS:

ENT            BATCH ENTRY                        EI            EMPLOYEE INQUIRY
```

SEL	BATCH SELECTION	DIR	BATCH DIRECTORY
		BCH	BATCH INQUIRY

MISCELLANEOUS ACTIONS:

OFF	SIGNOFF
HLP	HELP
LAS	LEAVE ACCOUNTING

PRINT DESTINATION:

ACTN ENT	BATCH 118017	SSN	PAY PER

Example of screen above is the TIME& ATTENDANCE (T/A) MENU; however, instructions below also apply to the BATCH ENTRY.

The following procedures identify the methods for re-entering a batch. NOTE: Batches cannot be updated from Inquiry Screens; press CLEAR key and return to the T/A MENU screen to access Update Screens.

FROM T/A MENU[*]

(1)   Access the batch.   Move the cursor to the following fields and key:

    ACTN ENT   (to access the BATCH ENTRY screen)

    BATCH 118017   (key in the desired batch number)

(2)   Press ENTER   (BATCH ENTRY screen for the requested batch will display)

FROM BATCH ENTRY[*]

(1)   Access the batch.   Move the cursor to the following field and key:

    BATCH 118017   (key in the desired batch number)

(2)   Press ENTER   (BATCH ENTRY screen for the requested batch will display)

* To request more than one batch refer to BATCH SELECTION Section K 209.

PIPF103U		BATCH ENTRY		05/22/00	09:29:09

BATCH ID 118017	AGY	RU	ROLL CODE	PAY PER	PGS TO

PAY CENTER ID SSU   CREATE DATE 05 22 00   BATCH STATUS SAV
USER DMS   PROCESS DATE   BATCH BALANCE STATUS OUT

TOTALS	ENTERED	COMPUTED	DIFFERENCE
TRANS COUNT	14	13	1
DAYS	5	5	0
HOURS	880.50	880.50	.00
RATE	289.50	289.50	.50

```
GROSS

STD


==============================ALTERNATE FUNDING======================================

CODE      NUMBER      CODE      NUMBER      CODE      NUMBER      CODE      NUMBER
     AGY RU    SER           AGY RU    SER           AGY RU    SER           AGY RU    SER
. 1               901    . 2           100    901    .                            .
.                        .                          .                            .
.                        .                          .                            .
.                        .                          .                            .


DC980527                    BATCH OUT OF BALANCE

ACTN                        BATCH 118017        SSN                  PAY PER
```

If data is changing on the BATCH ENTRY screen, correct the Batch Control Sheet. Key the corrected data onto the BATCH ENTRY screen.

NOTE: When correcting/changing fields with data displayed on the screen, erase the previous data using the ERASE EOF key.

There are two methods to access records from the BATCH ENTRY screen:

Re-enter a format, key the command for the desired format in the following field:

ACTN Key one of the following formats:

ETC = Employee Time Certification [STD. 966];
TA = Time and Attendance [Form 672];
DCK = Dock [STD. 603];
MIS = Miscellaneous [STD. 671];
ADJ = Pay Adjustment Request [STD. 683]

Press ENTER   (will update the BATCH ENTRY screen and display the first page of the requested format).

(1)   To begin keying/viewing from a particular record, use the PF15 command. Key:

SSN 732 77 7321

Press the PF15 key (will display the first record for the requested SSN, and, if applicable, the following employee records).

(2)   (1) To add more records to the batch, move the cursor and key:

ACTN LP (Last page command)

Press **ENTER** (will display the last page of the format).

```
 PIPF304U                    ABSENCE W/O PAY (DOCK)          07/14/00    09:38:45

DC980155     BATCH ADDED
```

```
 AGY 192        RU 001       PAY PER 0 07 00 REPORTING DATE    07 14 00 BATCH ID 118017
      OK         SSN        NAME      CLASS       SER        DY HOURS

1             991 23 4567   AB CEE    1128        001        2

2             922 34 5678   CB ESS    *           005        5 5

3             778 45 6789   NB SEA    1136        020        1 .5

4

5

6

7

8

DC980549 ADD TRANSACTIONS

ACTN LP                               SSN        PAY PER
```

Example of accessing last page of a specific format.

Subject: MISCELLANEOUS

INTRODUCTION   **K 300**
(New 08/93)

This section contains miscellaneous information regarding PIP. Specific information may be found on the following pages:

Content	Reference Paragraph
Pay Problem Resolution	301
Commands	302
Update and Inquiry	302.1
Update Only	302.2
Inquiry Only	302.3
Copy Batch Process	303

PAY PROBLEM RESOLUTION   **K 301**
(New 08/93)

It is the campus/department's responsibility to determine the source of the pay problem and take corrective action. Listed below are suggested research steps:

STEP 1 - Verify PAY HISTORY

      Access pay history through the HIST application for the pay period in question. HIST can answer many questions depending on the situation. For example, regular pay has not issued; therefore overtime will suspend and not issue, or it may show that pay issued in a subsequent payroll cycle or that the transaction is a duplicate request.

STEP 2 - Verify the PIP Batch

a) First verify the BATCH STATUS. To verify the Batch Status, access the BATCH INQUIRY (BCH) screen, refer to K 402. The Batch Status is located in the upper right corner of the BATCH INQUIRY screen. If the Batch Status is SAV (Saved), it must be closed to process (access the BATCH ENTRY screen and close the batch). If the Batch Status is CLS (closed), it will be processed in the next Payroll Cycle. If the Batch Status is PRC (processed) continue to b.

b) Access the detail screen to verify the keyed record(s) with the source document(s). Check all items for accurate keying.

STEP 3 – Verify documentation.

a) Some transactions can not be keyed on PIP and must be sent to PPSD for processing. Refer to the EXCEPTIONS section pertaining to the document being keyed.

b) Verify that all required fields were completed correctly.

STEP 4 - Verify Employment History or CSU SPAR information.

Information keyed from source document must agree with the employee's Employment History SSN, name and position number.

STEP 5 - Check the SUSPENDED TRANSACTIONS LIST.

If your department/campus has access to this listing, it can help identify transactions that have suspended and the reason.

STEP 6 - FINAL STEP

If you are unable to determine source of the problem and have exhausted research steps, contact the Telephone Liaison Unit for assistance. (See A013.)

NEVER RE-KEY A DOCUMENT BEFORE FIRST DETERMINING AND CORRECTING THE PROBLEM!

Once an error has been identified, it may be resolved using one of the following:

1. Re-key the corrected payment request(s) in a new scratch batch. If an entire batch is incorrect, the batch can be copied (see Copy command page K 302.2) and corrections made to the new batch prior to processing.

2. Take no action (i.e., if the transaction is correctly suspended on the Suspended Transaction Listing or if the transaction was a duplicate request).

3. Submit documents to correct Employment History.

4. Submit STD. 674 or STD. 671 to PPSD as required.

(Revised 12/00)

Various commands are used on PIP screens. The commands are listed in 3 groups which identify the capacity for their use. These groups are:

1. Update and Inquiry (See K 302.1)
    *   Refresh and Change Function Commands
    *   Paging Commands
    *   Transaction Format Commands
    *   Miscellaneous Screens

2. Update Only (See K 302.2)

3. Inquiry Only (See K 302.3)

Each Command listed includes the Control Key programmed for the command (when applicable), command name to be entered in the ACTN field and the description/use. Some commands also include additional information explaining the "step by step" procedures.

The chart below can be used to locate specific information about a command:

DESCRIPTION	ACTN ENTRY	CONTROL KEY	PAGE
Batch Directory	DIR	-	K 302.3
Batch Entry	ENT	-	K 302.2
Batch Inquiry	BCH	-	K 302.3
Batch Selection	SEL	-	K 302.2
Close	CLS	PF5	K 302.2
Copy	CPY	-	K 302.2
Delete	DEL	-	K 302.2
Dock Pay	DCK	-	K 302.1
DUP	-	-	K 302.2
Employee Inquiry	EI	-	K 302.3
Employee Time Certification	ETC	-	K 206
Help/Help Directory	HLP	PF1	K 302.1
Last Function/Cancel	LST	PF3	K 302.1
Last Page	LP	-	K 302.1
Miscellaneous	MIS	-	K 302.1
Next Batch	NB	PF14	K 302.1
Next Page	NP	PF8	K 302.1
Pay Adjustment Entry	ADJ	-	K 207
Previous Batch	PB	PF13	K 302.1
Previous Page	PP	PF7	K 302.1

Protect/Unprotect	PRO	PF9	K 302.2
Quick Find	QF	PF15	K 302.1
Refresh/Cancel	RP	PF4	K 302.1
Return & Refresh Page	RRP	PF10	K 302.1
Save	SAV	PF6	K 302.2
Screen Print	PRT	PF12	K 302.1
Time and Attendance	TA	-	K 302.1
T/A MENU/Cancel	MNU	CLEAR	K 302.1

UPDATE AND INQUIRY **K 302.1**

(Revised 12/00)

REFRESH/CHANGE FUNCTIONS COMMANDS

Control Keys	ACTN Entry	Description/Use
*PF3	LST	LAST FUNCTION/CANCEL[*] - cancels selections/keyed data and returns to the first page of the previous level screen.
PF4	RP	REFRESH/CANCEL - cancels selections/keyed items and refreshes the data. When used on the BATCH SELECTION, BATCH DIRECTORY or EMPLOYEE INQUIRY screens, all pages will be refreshed and selections canceled.
*CLEAR	*MNU	RETURN TO T/A MENU[*] - cancels selections/keyed data and returns to the T/A MENU screen. SIGNOFF/LOGOFF - pressing the CLEAR key from the T/A MENU screen will begin the logoff process.
*PF10	RRP	RETURN AND REFRESH PAGE - cancels selections/keyed data and returns to the previous level on the same screen and page from which original selections were made.

* When performing this command on an update screen, data keyed on the displayed screen will not be updated. The batch will remain in the same status (i.e., Closed, Saved or Empty); if the batch is empty and records are updated (selected), the batch will be changed to Save status.

PAGING, PAGE SEARCH COMMANDS

Control Keys	ACTN Entry	Description/Use
+PF7	+PP	PREVIOUS PAGE+ - displays the previous page within the same format (i.e., TA [Form 672], DCK [STD. 603], or MIS [STD. 671]) or within the BATCH DIRECTORY, EMPLOYEE INQUIRY or BATCH SELECTION screens.
+PF8	+NP	NEXT PAGE+ - displays the next page within the same format (i.e., TA [Form 672], DCK [STD. 603], or MIS [STD. 671]) or

within the BATCH DIRECTORY, EMPLOYEE INQUIRY or BATCH SELECTION screens.

	LP	LAST PAGE+ - used in the <u>update</u> mode only. Displays the last page within the same format (i.e., TA [Form 672], DCK [STD. 603], or MIS [STD. 671]).
+PF13	+PB	PREVIOUS BATCH+ - displays the previous batch requested when multiple batches are selected from the BATCH SELECTION or BATCH DIRECTORY screens.
+PF14	+NB	NEXT BATCH+ - displays the next batch requested when multiple batches are selected from the BATCH SELECTION or BATCH DIRECTORY screens.
+PF15	+QF	QUICK FIND+ - used in conjunction with a social security number will locate an employee. The system will display the identified social security number on the first line and subsequent employees on the remaining lines/pages. You <u>must</u> first access the appropriate format (TA, DCK, or MIS), then perform the QUICK FIND command.

TRANSACTION FORRMATS

Control Keys	ACTN Entry	Description/Use
	+TA	TIME AND ATTENDANCE SCREEN+ - displays the Time and Attendance screen format for the Form 672 when updating or inquiring.
	+DCK	ABSENCE W/O PAY (DOCK) SCREEN+ - displays the Dock screen format for the STD. 603 when updating or inquiring.
	+MIS	MISCELLANEOUS PAYROLL+ - displays the Miscellaneous screen format for the STD. 671 when updating or inquiring.
	ETC	EMPLOYEE TIME CERTIFICATION SCREEN - displays the Certification screen format for the form STD. 966 when updating or inquiring.
	ADJ	PAYMENT ADJUSTMENT SCREEN - displays the Adjustment screen format for the form STD. 683 when updating or inquiring.
+		This command has "Process & Go" capability (i.e., data keyed on the displayed screen will be updated when this command is performed).

MISCELLANEOUS ACTIONS

Control Keys	ACTN Entry	Description/Use
PF1	HLP	HELP – contains information about the requested screen.

HDR   HELP DIRECTORY - lists the HELP screens available.

The Help Facility is not fully developed at this time. If accidental access into the Help Facility is made:

Press the PF3 key to exit the HELP screen.

PF12   PRT   SCREEN PRINT - used to print the displayed page only.

UPDATE ONLY   **K 302.2**
(New 08/93)

Control Keys	ACTN Entry	Description/Use

+PF5   +CLS   CLOSE+ - identifies that the batch is to be processed. Use the Close command after all entries are keyed and processing is being requested. The CLOSE command may also be used on the BATCH SELECTION screen to change SAV (Saved) batch status to CLS (Closed).

To close batches on the BATCH SELECTION screen:

(1)   Key an "X" next to the batches requiring status change.

(2)   Press PF5 key (close command).

(3)   The selected batches will display CLS (Closed) status.

CPY   COPY - copies all entries from one batch into a new batch (with a new Batch ID) reflecting the new designated pay period. The new batch will be in the Saved (SAV) status.

All pages will be updated to reflect the pay period entered on the BATCH ENTRY screen. Special attention must be given when copying batches containing multiple pay periods. Re-enter the batch and verify that each page reflects the correct pay period for the entries keyed.

(1)   Access the batch to be copied. (If already on the BATCH ENTRY screen of the batch to be copied, proceed to step 3). Key information in the following fields:

ACTN ENT

BATCH (key desired Batch ID)

(2)   Press ENTER. (BATCH ENTRY screen will display.)

(Refer to K 303 for COPY BATCH PROCESS)

(3)   To copy the batch, key information in the following fields:

ACTN CPY

PAY PER   (key in desired pay period type, month and year)

(4)   Press ENTER (Message BATCH COPIED will display.)

The BATCH ENTRY screen of the new batch will display. The batch will be in the Saved (SAV) status. All formats/pages within the batch will be updated with the new pay period.

DEL   DELETE - deletes the batch and prevents processing.

(1)   Access the batch to be deleted. (If already on the BATCH ENTRY screen of the batch to be deleted, proceed to Step 3. Key information in the following fields:

ACTN ENT

BATCH (key in Batch ID)

(2)   Press ENTER (requested batch will display)

(3)   Key information in the following field:

ACTN DEL

(4)   Press ENTER (Message PRESS ENTER AGAIN TO DELETE BATCH will display.)

(5)   Press ENTER (Message BATCH DELETED will display.)

(6)   Batch is deleted/inactive.

NOTE: If the batch was deleted in error, copy the batch (see previous page).

DUP   DUP - Use of DUP key will duplicate the data from the previous employee record in the corresponding line. Do Not skip lines. Exception: DY, HOURS and RATE fields. NOTE: Do Not use asterisk (upper case 8) key.

ENT   BATCH ENTRY - used to access a BATCH ENTRY screen for updating.

PF9   PRO   PROTECT/UNPROTECT Fields - protects (cursor skips and does not move into the field) or unprotects designated fields on the Time and Attendance or Miscellaneous Payroll transactions.

+PF6   +SAV   SAVE+ - suspends a batch and prevents processing. The SAVE command may also be used on the BATCH SELECTION screen to change CLS (Closed) batch status to

SAV (Saved).

To save batches on the BATCH SELECTION SCREEN:

(1)　　Key an "X" next to the batches requiring status change.

(2)　　Press PF6 (Save command).

(3)　　The selected batches will display Saved status.

SEL　　BATCH SELECTION – provides a listing of batches from which several update functions can be performed.

Specific step by step instructions for using the BATCH SELECTION screen can be found on the following pages:

(1)　　For Preloaded Batches - K 105

(2)　　For Scratch Batches - K 207

+　　This command has "Process & Go" capability (i.e., data keyed on the displayed screen will be updated when this command is performed).

INQUIRY ONLY　　　　　　　　　　　　　　　　　　　　K 302.3
(New 08/93)

Control Keys	ACTN Entry	Description/Use
	BCH	BATCH INQUIRY - use to inquire a particular batch. Must be used in conjunction with a Batch ID. For specific instructions refer to INQUIRY section, K 402.
	DIR	BATCH DIRECTORY – lists batches based on data in the Search key Fields. (For update see SEL - BATCH SELECTION). For specific instructions refer to the INQUIRY section, K 403.
	EI	EMPLOYEE INQUIRY - lists various transaction types for a particular Social Security Number based on data keyed in the Search Key Fields. For specific instructions refer to the INQUIRY section, K 401

COPY BATCH PROCESS　　　　　　　　　　　　　　　　　K 303
(New 08/93)

The Copy Batch Process is a time saving feature designed for the Payroll Input Process (PIP) system. It can significantly reduce entry time for groups of employees who consistently receive the same type of pay on a monthly basis. The following instructions must be used to maximize the benefits of the copy process.

I.　　Establish a Document Master

After identifying a group of employees/transactions that are keyed from month to month (e.g., overtime, shift, dock, premium payments) complete the appropriate document (STD. 603 or STD. 671) with those fields that are consistent from month to month and make copies to use for future months.

II.   First Month's Procedures

    A.   Complete/code the document.

    B.   Key the first months entries into a Scratch Batch (see PPM Section K 200).

        NOTE: Special procedures are needed for employees that are not being docked or receiving pay in the initial month. Complete the line entry with the appropriate information (SSN, position, etc.) and enter .01 in the hours field.

    C.   After all entries have been keyed SAVE (PF6) the batch. The system will then return to the Batch Entry screen.

IMPORTANT

If applicable, enter the format (DCK or MIS) and remove the "X" in the OK field for all entries added per the NOTE in item B above.

    D.   SAVE (PF6) and balance the batch. If balanced, CLOSE (PF5) the batch for processing.

    E.   Retain the Batch ID number which will be used for next month's pay. (SUGGESTION: Note the Batch ID on a Batch Control form and save it for the next month's processing.)

III.   Second and All Subsequent Months

    A.   Complete the document.

    B.   Access the processed batch from the previous month. (If Batch ID is not known, use the Batch Selection screen to locate the Processed batch.)

    C.   From the Batch Entry screen of the Processed batch key CPY in the ACTN field and key the desired Pay Period Type, Month and Year in the PAY PER field located in the bottom right corner of the Batch Entry screen. Press the ENTER key.

    D.   The system will create a duplicate of the original batch and assign the information to a new Batch ID with a "Saved" status. In addition, each format screen within the batch will be updated with the Pay Period Type, Month and Year identified in the PAY PER field.

    E.   Update the BATCH ENTRY screen and the detail screen records. After all entries have been completed SAVE (PF6) and balance the batch. If in balance, CLOSE (PF5) the batch.

F.   Retain the Batch ID number for the next month's process.

SUBJECT: INQUIRY

INTRODUCTION   K 400
(New 08/93)

The Payroll Input Processing (PIP) system provides various methods of inquiry.

- Employee Inquiry -   provides all the transactions keyed for a specific Social Security Number

- Batch Inquiry -   reflects all information in a batch

- Batch Directory -   provides a list of all campus/department's batches

Instructions on the three inquiry methods may be found in the following paragraphs:

INQUIRY METHOD	ACTN ENTRY	PARAGRAPH #
Employee Inquiry	EI	401
Batch Inquiry	BCH	402
Batch Directory	DIR	403

INQUIRY HISTORY   K 400.1
(New 08/93)

The Inquiry system provides transaction information for approximately three months from the creation date of the batch (see "Maintenance of Batches", K 004).

ACCESSING EMPLOYEE INQUIRY SCREEN   K 401
(New 08/93)

The following procedure identifies the methods of accessing the EMPLOYEE INQUIRY screen. The EMPLOYEE INQUIRY screen cannot be accessed from Update screens. Press CLEAR key and return to T/A MENU screen to access Inquiry screens.

```
PIPF001              TIME & ATTENDANCE MENU              11/20/92      09:22:09

ENTER AN ACTION COMMAND OR PLACE AN 'X' BEFORE THE ACTION
BATCH UPDATE ACTIONS:                   BATCH INQUIRY ACTIONS:

ENT          BATCH ENTRY                EI          EMPLOYEE INQUIRY
SEL          BATCH SELECTION            DIR         BATCH DIRECTORY
                                        BCH         BATCH INQUIRY

MISCELLANEOUS ACTIONS:

OFF          SIGNOFF
HLP          HELP
LAS          LEAVE ACCOUNTING
PRINT DESTINATION:
```

ACTN	EI	BATCH		SSN	751 75 5301		PAY PER

To access the employee inquiry screen from Time and Attendance Menu - or - any inquiry screen:

1. Key the following:

    ACTN   EI   (the EMPLOYEE INQUIRY screen)
    SSN 751 75 5301   (key in employee's Social Security Number)

2. Press ENTER   (the employee inquiry screen for requested Social Security
                          Number will display)

PIPF102	EMPLOYEE INQUIRY		05/14/92	09:31:03

751 75 5301   SL JON

PAY PER	POSITION NUMBER	BATCH ID	SCREEN ID	ERN ID
X 0 05 92	192 001 4179 001	118207	TA	O
		118218		OT6
		118219	MIS	HS
		118225	MIS	9M
0 04 92	192 001 4179 001	117205	TA	O
				OT6

DC980579 PLEASE SELECT DESIRED TRANSACTIONS

ACTN		BATCH	SSN 751 75 5301	PAY PER

The following procedure identifies the method used to access one or more transactions for a specific employee from the EMPLOYEE INQUIRY screen.

<u>FROM EMPLOYEE INQUIRY</u>

(1)   Key an "X" next to the desired transaction(s). Selections can be made from displayed page (cannot select transactions over multiple pages).

(2)   Press ENTER   (the detail format screen for the first transaction requested will display. If more than one transaction was selected, press PF8 for Next Page or PF7 for Previous Page).

(3)   To return to the EMPLOYEE INQUIRY screen, press the PF10 key.

(4)   To exit Inquiry screens, press the CLEAR key to return to the T/A MENU screen.

ACCESSING BATCH INQUIRY SCREEN   K 402
(New 08/93)

The following procedure identifies the method for accessing the BATCH INQUIRY screen. BATCH INQUIRY screens can not be accessed from Update screens, press CLEAR key and return to T/A MENU screen to access Inquiry screens.

PIPF001	**TIME & ATTENDANCE MENU**	07/31/92	09:22:09

ENTER AN ACTION COMMAND OR PLACE AN 'X' BEFORE THE ACTION

BATCH UPDATE ACTIONS: **BATCH INQUIRY ACTIONS:**

   ENT **BATCH ENTRY**   EI   **EMPLOYEE INQUIRY**

   SEL **BATCH SELECTION**   DIR   **BATCH DIRECTORY**

                                   BCH   **BATCH INQUIRY**

MISCELLANEOUS ACTIONS:

   OFF **SIGNOFF**

   HLP **HELP**

   LAS **LEAVE ACCOUNTING**

PRINT DESTINATION:

ACTN   BCH   BATCH 3031   SSN   PAY PER

To access batch inquiry from Time and Attendance Menu - or any inquiry screen:

         (1) Key information in the following fields:

         ACTN **BCH**   (BATCH INQUIRY screen)
         BATCH **3031**   (key in the specific Batch ID for inquiry)

         (2) Press ENTER   (the BATCH INQUIRY screen for the
                                   requested batch will display).

         The following procedure identifies the method for accessing a detail screen from the BATCH INQUIRY screen.

(1)   To access a detail screen from the BATCH INQUIRY screen, key information in the following field:

     ACTN Key the command for the desired format:
          TA   = Time and Attendance [Form 672];
          DCK = Dock [STD 603];
          MIS = Miscellaneous [STD 671]

(2)   Press ENTER (the requested format will display)

(3)   To return to the BATCH INQUIRY screen, press PF3 key.

(4)   To exit an Inquiry screen, press the CLEAR key to return to the T/A MENU
       screen.

```
PIPF103I                      BATCH ENTRY                   08/12/92            09:31:31

BATCH ID 113031      AGY 329    RU 100    ROLL CODE 3    PAY PER      0 07 90    PGS    1 TO 1


PAY CENTER ID PD 99            CREATE DATE 08 12 92              BATCH STATUS CLS
USER DMS                  PROCESS DATE            BATCH BALANCE STATUS IN


TOTALS                     ENTERED           COMPUTED              DIFFERENCE

TRANS COUNT                   5                 5                     0

DAYS                                            0                     0

HOURS                       743.00            743.00                 .00

RATE                        65.09             65.09                  .00


==============================ALTERNATE FUNDING==============================

CODE   NUMBER          CODE   NUMBER       CODE   NUMBER           CODE   NUMBER
       AGY RU   SER           AGY RU   SER        AGY RU   SER            AGY RU   SER
. 1             901    . 2             999   .                     .
.               .                           .                     .
.               .                           .                     .
.               .                           .                     .


DC980525                  BATCH FOUND
ACTN TA                   BATCH 113031           SSN          PAY PER
```

ACCESSING BATCH DIRECTORY   K 403
(New 08/93)

The following procedure identifies the method for accessing the BATCH
DIRECTORY. The BATCH DIRECTORY cannot be accessed from Update screens,
press CLEAR key and return to the T/A MENU screen to access Inquiry screens

```
PIPF001                  TIME & ATTENDANCE MENU              07/31/92         09:22:09

ENTER AN ACTION COMMAND OR PLACE AN 'X' BEFORE THE ACTION
BATCH UPDATE ACTIONS:                      BATCH INQUIRY ACTIONS:
     ENT   BATCH ENTRY                      EI        EMPLOYEE INQUIRY
     SEL   BATCH SELECTION                  DIR       BATCH DIRECTORY
                                            BCH       BATCH INQUIRY
MISCELLANEOUS ACTIONS:
     OFF   SIGNOFF
     HLP   HELP
     LAS   LEAVE ACCOUNTING

PRINT DESTINATION:

ACTN      DIR      BATCH                SSN          PAY PER
```

BATCH DIRECTORY is an inquiry screen that provides a listing of all status of batches. Contained in this section are the procedures to:

(A)   Access a listing of batches based on information keyed in Search Key Fields.

(B)   Select one of more batches to view entries.

To access Batch Directory from the T/A Menu or any Inquiry Screen:

(1)   Key the following:

        ACTN DIR

(2)   Press ENTER. (A blank BATCH DIRECTORY screen will display).

```
PIPF101I                        BATCH DIRECTORY            12/14/92              08:23:56


PPC ID

BATCH    BATCH    BCH    CREATE              PROCESS    RPT              ROLL     PAY           BEGIN
ID       STAT     BAL    DATE     USER       DATE       TYP     AGY     RU CD    PERIOD        PG #




DC980521 PLEASE ENTER SEARCH KEY FIELD(S)


ACTN            PPC ID 99      USER BATCH STATUS                      BATCH CREATION METHOD P

PAY PERIOD         RPT TYPE              ROLL CD  AGENCY   REPORTING UNIT
```

HOW TO ACCESS A LISTING OF BATCHES

Upon initial access, a blank BATCH DIRECTORY screen will display. By keying additional information in one or more of the Search Key Fields, located at the bottom of the screen, the specific desired batches will display. Refer to Search Key Field descriptions below:

1. USER   Initially displays your User ID which is used to access only your batches. When using this field, additional Search Key Field(s) must be entered. To access other batches:
   - Other Users' Batches -- Enter the last three letters of the desired User ID.
   - All Users' Batches -- Must be blank. Press the ERASE EOF key.
   - Preloaded Batches (Empty Status) -- User must be blank. Press the ERASE EOF key.

2. BATCH STATUS   To request only one status of batches. When the field is blank, will display all Empty, Closed, Saved, Processed and Deleted batches. To request one Status of batches, key:

- EMP (displays Empty Batches)
- CLS (displays Closed Batches)
- SAV (displays Saved Batches)
- PRC (displays Processed Batches)
- DEL (displays Deleted Batches)

3. BATCH CREATE METHOD — To request only one type of batch, key:

- P (displays Preloaded Batches)
- S (displays Scratch Batches)

4. PAY PERIOD[*] — To request batches for a specific month/year, key:

- Pay Period Type – optional field. When left blank will display all batches for the month/year.
- Month and Year – required to display specific pay period(s).

5. RPT TYPE[*] — To request specific report type

- TA (displays Time and Attendance Batches)
- SA (displays preloaded Miscellaneous Batches for CSU Student Assistant Pay)

6. ROLL CD[*] — To request batches with one specific roll code, key the desired roll code.

7. AGENCY[*] — To request batches with one specific agency code, key the desired agency code.

8. REPORTING UNIT[*] — This field must be used with the AGENCY Search Key field. To request batches for a specific unit, key the agency code in the AGENCY Search Key Field and the unit number in the REPORTING UNIT field.

After keying data into the desired Search Key Fields, press ENTER (requested batches will display).

* Apply to Preloaded Batches only.

PIPF101I			BATCH DIRECTORY			08/20/92				12:58:10	
PPC ID											
BATCH ID	**BATCH STAT**	**CREATE DATE**	**USER**	**PROCESS DATE**	**RPT TYP**	**AGY**	**RU**	**ROLL CD**	**PAY PERIOD**	**BEGIN PG #**	
4010001	EMP	07 22 92			POS	192	001	3	0 08 92	1	
4010002	EMP	07 22 92			POS	192	001	5	0 08 92	1	
4003001	SAV	07 22 92	PKN		POS	192	001	3	0 08 92	1	
X 4003004	CLS	06 22 92	PKN		POS	192	001	3	0 07 92	1	
X 4002006	CLS	06 22 92	PKN		POS	192	001	3	0 07 92	1	
4002001	PRC	05 22 92	PKN	07 06 92	POS	192	001	3	0 06 92	1	
X 4002002	PRC	05 22 92	PKN	07 06 92	POS	192	001	3	0 06 92	1	
DC980521		**PLEASE ENTER SEARCH KEY FIELD(S)**									

<u>HOW TO SELECT BATCHES TO VIEW</u>

If the desired batches are not displayed, to access additional pages of batches, press:

- PF8 = Next Page
- PF7 = Previous Page

To access the BATCH INQUIRY screen, key an "X" next to the desired batch(es). Batches can only be selected on the displayed page (can not select batches over multiple pages).

Press ENTER   (The BATCH INQUIRY screen for the first selected batch will display).

If multiple batches are selected, to access other batches:

(1) If a detail screen (i.e., TA, DCK or MIS) is displayed:

Press PF 3   (will return to the BATCH INQUIRY screen)

(2) From the BATCH INQUIRY screen:

Press PF14   (will access the next batch selected from the BATCH DIRECTORY)

Press PF13   (will access the previous batch selected from the BATCH DIRECTORY)

To return to the BATCH DIRECTORY screen, press PF10.

To exit Inquiry screens, press the CLEAR KEY to return to the T/A MENU.

SUBJECT: MESSAGES

GENERAL INFORMATION   **K 500**
(Revised 12/97)

This section lists the messages which can be generated on PIP System screens. Many messages are informational only and require no subsequent action. Other messages identify potential problems or require corrective action.

Note: Departments/Campuses using the leave Accounting System can access additional PIP messages on the Leave Message System. Refer to the Leave Accounting System manual.

MESSAGE LOCATION   K 500.1
(Revised 12/97)

On each screen there are two locations for messages (refer to the shaded areas on the sample below). Confirmation messages will be located in the top left of the screen. Informational and/or error messages will be located in the bottom left area. Some conditions may receive messages in both locations at the same time.

```
PIPF103U                    BATCH ENTRY                        07/31/87     09:29:09
DC980156 BATCH COPIED
BATCH ID 110110 AGY RU      ROLL CODE              PAY PER          PGS   TO

PAY CENTER ID AB       CREATE DATE 07/31/92            BATCH STATUS SAV
USER ABC               PROCESS DATE                    BATCH BALANCE STATUS IN

TOTALS              ENTERED                COMPUTED              DIFFERENCE

TRANS COUNT    10                      10                    0
DAYS                                   0                     0
HOURS                                  .00                   .00
RATE                                   .00                   .00
GROSS

     ================================ALTERNATE FUNDING================================

CODE    NUMBER        CODE      NUMBER        CODE    NUMBER           CODE    NUMBER
        AGY RU  SER             AGY RU   SER          AGY RU   SER             AGY RU   SER
.                     .                     .                        .
.                     .                     .                        .
.                     .                     .                        .
.                     .                     .                        .
DC980520        BATCH OUT OF BALANCE
ACTN            BATCH                 SSN              PAY PER
```

MESSAGES   K 501
(Revised 12/97)

The following pages contain a list of messages in message number order. Some contain information regarding the condition, which generated the message, and possible resolutions.

DC172008   UNACCEPTABLE RESPONSE - PLEASE TRY AGAIN

Condition: Action taken is not valid on this screen.

Resolution: Refer to the section in this manual addressing the type of action (i.e., Inquiry, Update, Preload, Scratch, etc.) being taken.

DC980103   INVALID PAY PERIOD MONTH

Condition: Values other than 01-12 were entered for the month in a Search Key Field or the month of the pay period field on the detail update screen.

Resolution: Key in the correct pay period.

DC980105   SOCIAL SECURITY NUMBER REQUIRED

Condition: The entire Social Security Number (SSN) Field is blank.

Resolution: Key in the entire 9 digit SSN.

DC980106 EMPLOYEE LAST NAME REQUIRED

Condition: The entire Surname Field is blank.

Resolution: Key in the correct surname.

Note: If any value is entered, either Alpha or Numeric, the system will accept the information.

DC980108 CLASS CODE REQUIRED

Condition: The entire Class Code is blank.

Resolution: Key the entire 4 digit Class Code.

DC980109 POSITION SERIAL NUMBER REQUIRED

Condition: The entire Serial Number is blank.

Resolution: Key the entire 3 digit Serial Number.

DC980111 AGENCY CODE REQUIRED

Condition: The entire Agency Code is blank.

Resolution: Key the entire 3 digit Agency Code.

DC980112 REPORTING UNIT REQUIRED

Condition: The entire Reporting Unit Code is blank.

Resolution: Key the entire 3 digit Reporting Unit.

DC980113 INVALID REPORTING DATE

Conditions: 1) The entire Reporting Date is blank

2) Values other than 01-12 are used for months

3) Values other than 01-31 are used for days

Resolution: Key in the correct Reporting Date. The Reporting Date can be different from the Date Dock is being keyed.

DC980115 INVALID ACTION - PLEASE RE-ENTER

Condition: Initially, if an invalid command is keyed the message DC172008 "UNACCEPTABLE RESPONSE - PLEASE TRY AGAIN" will display. After receiving this message, if a valid command for that screen is requested but the command does not correct the original error condition, this message will occur.

Resolution: Request a command that will satisfy the original error conditions.

DC980116 PLEASE REQUEST NEXT ACTION

DC980119 EMPLOYEE TRANSACTIONS SELECTED – BATCH PAGING NOT ALLOWED

Condition: Selection(s) were made from the EMPLOYEE INQUIRY screen. From the Detail screen the command NEXT BATCH (NB or PF14) or PREVIOUS BATCH (PB or PF13) was requested with the intent to go to the next batch or previous batch of detail for the requested employee.

Resolution: If multiple batches were selected, request NEXT PAGE (NP or PF8) or PREVIOUS PAGE (PP or PF7) to access.

DC980120 EMPLOYEE TRANSACTIONS SELECTED - FORM PAGING NOT ALLOWED

Condition: Selection(s) were made from the EMPLOYEE INQUIRY screen, From the detail screen the command NEXT FORM (NF) or PREVIOUS FORM (PF) was requested with the intent to go to the next or previous form of detail for the requested employee.

Resolution: If multiple forms were selected, request NEXT PAGE (NP or PF8) or PREVIOUS PAGE (PP or PF7).

DC980121 EMPLOYEE TRANSACTIONS SELECTED - FORM SELECTION NOT ALLOWED

Condition: Selection(s) were made from the EMPLOYEE INQUIRY screen. From the Detail screen the command TA, DCK or MIS was requested with the intent to go to another form of data for the requested employee.

Resolution: Either return to the EMPLOYEE INQUIRY screen and make additional selections for the desired format(s) or if multiple selections were made request Next Page (NP or PF8) or Previous Page (PP or PF7).

DC980122 BATCH ID ENTERED - BATCH PAGING NOT ALLOWED

Condition: A specific batch was requested by entering the Batch ID in the Search Key Field. After viewing the data the command NEXT BATCH (NB or PF14) or PREVIOUS BATCH (PB or PF13) was requested.

Resolution: Either enter another Batch ID or request BATCH SELECTION or BATCH DIRECTORY screens for desired batch(es).

DC980126 ENTER DESIRED CHANGES

DC980127 BATCH IDENTIFIER NOT ENTERED

Condition: The Batch Inquiry screen or any of the Detail Inquiry screens are requested from the T/A MENU, BATCH DIRECTORY, or the EMPLOYEE INQUIRY screens without a Batch ID in the Search Key Field.

Resolution: Key the Batch ID in the Search Key Field.

DC980128 PREVIOUS SCREEN NOT UPDATED

DC980129 PREVIOUS CHANGES UPDATED AND BATCH IS CLOSED

DC980130 PREVIOUS CHANGES UPDATED

DC980131 NO DATA FOUND - VERIFY REQUESTED INFORMATION

DC980132 SELECTED TRANSACTION MUST HAVE AT LEAST 1 EARNINGS ID

Condition: An employee record selected or added on the TIME AND ATTENDANCE screen contains no Earnings ID's <u>OR</u> pay was requested on the first line of the record without an Earnings ID.

Resolution: Key in the Earnings ID

Note: If the first line has an Earnings ID but any subsequent entries have blank Earnings ID's with payment information completed, Message DC980139 'EARNINGS ID REQUIRED' will display.

DC980133 INVALID EARNINGS ID

Condition: Transaction was keyed with an Earnings ID which does not exist.

Resolution: Key the correct Earnings ID.

Note: This message <u>will</u> <u>not</u> occur for valid Earnings ID's keyed on the wrong format type.

DC980134   **DAYS OR HOURS MUST BE ENTERED**

DC980136   **FIELDS UN-PROTECTED**

DC980137   **FIELDS PROTECTED**

DC980138   **NO TRANSACTIONS IN BATCH**

        Condition: After requesting Inquiry detail screen (TA, DCK or MIS) from the BATCH INQUIRY screen and the batch requested is empty.

        Resolution: Verify Batch ID.

DC980139   **EARNINGS ID REQUIRED**

        Condition: Displays on the Time and Attendance or Miscellaneous Payroll screens when payment information is entered for an employee but the Earnings ID is blank.

        Resolution: Key in the Earnings ID for the requested payment.

DC980151   **DUPLICATE ALTERNATE FUNDING CODES ENTERED**

DC980152   **INCOMPLETE ALTERNATE FUNDING ENTRY**

        Condition: On the BATCH ENTRY screen an Alternate Funding code is entered but the Alternate Funding position number is blank or if the Alternate Funding position number is entered and the Alternate Funding Code is blank.

        Resolution: Either key in the missing Alternate Funding Code or in the Alternate Funding position number.

DC980154   **CONCURRENT UPDATE HAS OCCURRED – UPDATE SUSPENDED**

        Condition: Two or more operators attempt to modify or copy the same batch at the same time (pressing the Enter Key simultaneously), one operator will successfully modify the batch and the other operator(s) will receive this message.

        Resolution: The operator receiving this message can refresh the screen (using the PF4 command) to review the new data entered. If additional data needs to be modified, see the other operator and coordinate efforts.

DC980155   **BATCH ADDED**

DC980156   **BATCH COPIED**

DC980157   **BATCH MODIFIED**

DC980158 **BATCH DELETED**

> NOTE: If the Batch is deleted in error it can be copied (see section K 302.2).

DC980159 **BATCH CLOSED**

DC980160 **BATCH SAVED**

DC980161 **CURRENT SCREEN DATA MAY NOT HAVE BEEN PROCESSED**

Condition: After returning to the screen from which the HELP command (PF1) or EARNINGS ID command (PF2) has been requested.

Resolution: Data keyed prior to requesting the HELP or the EARNINGS ID screen will redisplay upon return. If the data keyed on the screen was not entered prior to requesting the HELP or EARNINGS ID screen it must be entered to become a record.

DC980162 **INVALID PAGE REQUEST**

DC980163 **CORRECT HIGHLIGHTED FIELDS**

DC980164 **NO HELP TEXT AVAILABLE**

DC980165 **HELP APPLICATION NOT FOUND**

DC980166 **ALREADY ON FIRST HELP APPLICATION**

DC980167 **ALREADY ON LAST HELP APPLICATION**

DC980168 **ONLY PAGE**

DC980169 **FIRST PAGE**

DC980170 **LAST PAGE**

DC980171 **MORE PAGES**

DC980172 **OPERATOR NOT AUTHORIZED FOR THE BATCH**

DC980173 **AGENCY CODE NOT VALID FOR OPERATOR**

DC980174 **OPERATOR NOT AUTHORIZED FOR REQUESTED ACTION - SEE SUPERVISOR**

DC980175 **SECURITY VIOLATIONS EXCEED LIMIT**

DC980176 **PRINT DESTINATION UNDEFINED**

DC980177   **SCREEN PRINT PROCESSED**

DC980501   **PLEASE CORRECT AGENCY CODE**

DC980502   **PLEASE CORRECT REPORTING UNIT CODE**

DC980503   **SELECT ONLY ONE FUNCTION**

Condition: More than one selection is made (X) on either the T/A MENU screen or the HELP DIRECTORY screen

Resolution: Request only one selection.

DC980504   **SELECT DESIRED FUNCTION**

DC980505   **PLEASE CORRECT CLASS CODE**

DC980506   **HELP FUNCTION NOT FOUND**

DC980507   **INVALID ACTION FOR CURRENT SCREEN**

DC980508   **PLEASE CORRECT POSITION SERIAL NUMBER**

DC980509   **PLEASE CORRECT SOCIAL SECURITY NUMBER**

DC980518   **INVALID ALTERNATE FUNDING CODE**

DC980519   **TIME OR RATE MUST BE ENTERED**

DC980520   **BATCH IN BALANCE**

DC980521   **PLEASE ENTER KEYS**

DC980522   **REQUESTED BATCH NOT FOUND**

DC980523   **ALTERNATE FUNDING CODE(S) NOT USED**

DC980524   **DELETED OR PROCESSED BATCH IS INACTIVE**

Condition: Message will appear on the BATCH ENTRY screen when an inactive batch is accessed.

Resolution: Request a new batch to key data, copy the batch for use, or return to the BATCH SELECTION screen and verify Batch ID. To view data in a Deleted or Processed batch use Inquiry screens, refer to INQUIRY section.

Note: Deleted or processed batches will not display on the BATCH SELECTION screen unless specifically requested by using the BATCH STATUS Search Key field.

DC980526   **ENTER DATA FOR NEW BATCH**

DC980527   **BATCH OUT OF BALANCE**

DC980528   **ONLY BATCH**

DC980529   **FIRST BATCH**

DC980530   **LAST BATCH**

DC980531   **MORE BATCHES**

DC980532   **BATCH MUST EXIST FOR ACTION TAKEN**

Condition: An invalid batch was requested message DC980522 'REQUESTED BATCH NOT FOUND' will display; then, an additional action is requested, (e.g. CLS, SAV, CPY, DEL, RP, or Paging commands).

Resolution: Exit the invalid batch by either the PF3 or Clear Key, or change the Batch ID.

DC980533   **INVALID ACTION WHILE ADDING BATCH**

Condition: After requesting ENT from the T/A MENU, BATCH SELECTION, or BATCH ENTRY screen, the operator requested an action prior to entering data on the BATCH ENTRY screen (i.e., SAV, CLS, CPY, DEL, or the Paging commands)

Resolution: If the request for a New Batch is valid, key totals on the BATCH ENTRY screen.

DC980534   **INVALID ACTION FOR INACTIVE BATCH**

DC980535   **NO PROCESSING ATTEMPTED - CHANGE KEY OR ACTION**

Condition: When the BATCH INQUIRY, HELP or HELP DIRECTORY screens are requested without any Search Key information, a blank screen will display. If the ENTER key is pressed again without any Search Key information this message will display.

Resolution: Enter data in the Search Key Fields.

DC980536   **CANNOT MODIFY INACTIVE BATCH**

DC980537   **ALREADY ON FIRST BATCH - CANNOT GO TO PRIOR BATCH**

DC980538   **ALREADY ON LAST BATCH - CANNOT GO TO NEXT BATCH**

DC980540   **DATA CHANGE - DELETE NOT ALLOWED**

Condition: Data was changed on the BATCH ENTRY screen, and prior to entering the data, the DELETE command was requested.

Resolution: Enter the changed data first by pressing the ENTER key, then Delete the batch if appropriate.

DC980541   DATA CHANGE - COPY NOT ALLOWED

Condition: Data was changed on the BATCH ENTRY screen, and prior to entering the data, the COPY command was entered.

Resolution: Either copy the batch first then change the BATCH ENTRY screen or key the new BATCH ENTRY information and press the ENTER key, then enter the copy command.

DC980542   PRESS ENTER AGAIN TO DELETE BATCH

Note: If the Operator does <u>not</u> wish to delete the batch, press the CLEAR key or erase EOF the command in the ACTN field.

DC980543   BATCH ALREADY CLOSED

DC980544   BATCH ALREADY SAVED

DC980545   BATCH STATUS IS EMPTY

DC980546   INVALID FORM REQUESTED FOR PRELOADED BATCH

DC980548   ROLL CODE MUST BE NUMERIC

DC980549   ADD TRANSACTIONS

DC980550   NO DATA SELECTED

DC980552   PREVIOUS CHANGES UPDATED AND BATCH IS SAVED

DC980553   INVALID PAY PERIOD TYPE

DC980554   AGENCY CODE REQUIRED IF REPORTING UNIT IS ENTERED

DC980555   INVALID BATCH CREATION METHOD INDICATOR

Condition: A value other than 'P' for Preloaded or 'S' for Scratch was entered in the BCH CREAT MTHD (Batch Creation Method) field.

Resolution: Only use 'P' or 'S' for this Search Key Field.

DC980557   INVALID BATCH STATUS INDICATOR

Condition: A value other than SAV, CLS, DEL, EMP, or PRC was entered in the BATCH STAT (Batch Status) field.

	Resolution:	Only use SAV, CLS, DEL, EMP, or PRC in this Search Key Field.

DC980558   **PLEASE SELECT DESIRED BATCHES**

DC980559   **NO DATA FOUND FOR REQUESTED SEARCH KEYS**

DC980560   **GROSS MUST BE ENTERED**

DC980561   **SELECTED BATCHES MUST BE CLOSED STATUS FOR SAVE ACTION**

DC980562   **SELECTED BATCHES MUST BE SAVED STATUS FOR CLOSE ACTION**

DC980563   **GROSS MUST NOT BE ENTERED**

DC980564   **SELECTED BATCHES WERE SAVED**

DC980565   **SELECTED BATCHES WERE CLOSED**

DC980566   **INVALID TIME REPORT TYPE**

	Condition:	An invalid report type was entered the RPT TYPE (Time Report Type) field.
	Resolution:	Only 'TA, or SA' can be used for this Search Key Field. (campus use only)

DC980568   **RATE MUST BE ENTERED**

DC980575   **NO SELECTIONS MADE**

DC980579   **PLEASE SELECT DESIRED TRANSACTIONS**

DC980580   **ENTER A SOCIAL SECURITY NUMBER**

DC980582   **TRANSACTION LIMIT REACHED**

	Condition:	The number of entries keyed exceeds limit of 100
	Resolution:	Key remaining entries into a new batch.

DC980584   **SELECTIONS MADE PAGING NOT ALLOWED**

	Condition:	Batch(es) selected on displayed page.
	Resolution:	Take action on selected batch(es) or refresh screen (using the PF4 command) then page to previous (PF7) or next (PF8) page.

DC980585   **TRANSACTION LIMIT REACHED - ENTRIES ADDED NOT UPDATED**

Condition: Batch limited to 100 line entries. Additional entries are not accepted.

Resolution: Key remaining entries in a different batch.

DC980586 COPY CANCELED-BATCH TOO LARGE

Condition: Batch contains more than 499 entries.

Resolution: Batch cannot be copied. Transactions must be re-keyed into new batches.

DC980587 INVALID PAY PERIOD YEAR

S010 RE-SIGNON FAILURE

Condition: Automatic PIP sign-off after 30 minutes of inactivity.

Resolution: Key PIP, press ENTER.